

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17TH MAY 2021 AT 7.30PM

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

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : 1

Meeting commenced 7.32 pm

DRAFT MINUTES

ACTION

FULL/21/1 APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllr Rudkin.

Cllr Norcross welcomed two new Councillors to SPC – Cllr Ian Alexander and Cllr Richard Bell

FULL/21/2 DECLARATIONS OF INTEREST

2.1 Cllr Campbell asked that this item be brought forward as he wanted to declare an interest in Item 1 on the Agenda saying that for confidential reasons, he would not be voting for the position of SPC Chairman. Cllr S. Sullivan also declared an interest in Item 1 on the Agenda saying that for confidential reasons she would not be voting for the position of SPC Chairman.

FULL/21/3 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22

3.1 (Voting by show of hands)

Cllr Lloyd **proposed, seconded** Cllr S. Alexander that Cllr Norcross serve as Chairman. **Agreed**
9 For (JN,CY,TL,DH,SN,IA,LT,SA,RB) 1 Against (RG), 1 Abstained (GS) 2 No votes (PC,SS) –
Cllr Norcross duly elected Chairman of the Council.

CLERK

FULL/21/4 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22

4.1 Cllr Norcross **proposed, seconded** Cllr Hanson that Cllr Young serve as Vice Chairman
12 For (JN,CY,TL,DH,IA,SN,SA,LT,RB,SS,PC,GS), 1 (RG) Against, Cllr Young elected as Vice Chair. Agreed

FULL/21/5 MINUTES OF PREVIOUS MEETINGS

5.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the minutes for the 27th April 2021 meeting be accepted as true and fair record. **Agreed**

Cllr Norcross as Chair moved Matters Arising to the end of the meeting due to the length of the agenda and brought forward the next two items.

FULL/21/6 RECOMMENDATIONS FROM THE WORKING PRACTICES GOUP

6.1.1 Cllr Campbell raised a point of order concerning Cllr S. Alexander's involvement with the Working Practices group meeting and hence whether it had compromised the validity of the recommendations from that meeting. The Deputy Clerk pointed out that Council had agreed

that sanctions were not to include non-attendance at working parties. The Chair pointed out this point of order did not relate to a standing order and so the meeting continued.

- 6.1.2** Cllr Norcross **proposed, seconded** by Cllr Trundle that as recommended by Working Practices Group, a Planning and Premises committee be created. **Agreed** **CLERK**
- 6.1.3** Cllr Campbell raised a point of order that a decision made by Full Council at its meeting in April was for the Working Practices WP to meet after this Annual Parish Meeting when in fact it had met before. The Clerk pointed out it had been beneficial for the working party to meet before this meeting. Cllr Northam pointed out there was little material impact that a working party had met at an earlier opportunity. Cllr Norcross thanked Cllr Campbell for his point of order.
- 6.1.4** Cllr S. Sullivan **proposed, seconded** by Cllr Lloyd that both policies, as recommended by Working Practices Group, will be considered separately {later, on this Agenda}. **Agreed**
- 6.1.5** Council considered Working Practices Group recommendations for committee membership numbers and quorum. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Community Committee membership be raised from the proposed nine members to eleven members. **Not Agreed, 4 For {RG, PC, SSu, GS}, 9 Against {JN, CY, TL, RB, LT, IS, SA, SN, DH}.**
- 6.1.6** Cllr Campbell **proposed an amendment to the recommendation, seconded** by Cllr G. Sullivan that Community Committee quorum be raised to five [not four or three]. **Agreed. 10 For, 1 Against, 2 Abstained.**
- 6.1.7** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Planning and Premises has a membership of 8 and quorum of 3. **Agreed, 10 For, 3 Abstentions**
- 6.1.8** Cllr Norcross **proposed, seconded** by Cllr Northam that for the purposes of this evening's business concerning the election of committees, Steyning Parish Council will adopt the following method of voting, each councillor will have available to them a number of votes as per members of the committee, i.e. if there are nine members of the committee each councillor will be able to vote for up to nine representatives, once all votes have been cast they will be collated and counted by the Clerk and Deputy Clerk and the nine councillors with the greatest number of votes will then be proposed as the members of the committee and ratified by Full Council. In the event that there are fewer than the requisite number of councillors with a majority of the votes, then those councillors who are not initially elected will be voted for on a second time, this time the number of votes being available being limited to the number of places that are still to be filled. This process will continue until all places have been filled by a majority of the votes cast. **Agreed 8 For, 4 Against, 1 Abstained.** Cllr S. Sullivan wanted it minuted that in her opinion this motion was unlawful. The Chair stated that it was not.
- FULL/21/7** **REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS** **CLERK**
- 7.1.1** The Clerk had collected committee membership preferences previous to the meeting.
Community Committee
The Clerk confirmed the 11 councillors who had expressed an interest. Cllrs S. Sullivan and G. Sullivan then withdrew their candidacy. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Lloyd, I. Alexander, S. Alexander, Hanson, Norcross, Young, Bell, Goldsmith and Campbell are the members of the Community committee. **Agreed**
- 7.1.2** Cllr Hanson **proposed, seconded** by Cllr S. Alexander that Cllr Lloyd serve as Community Committee Chair. **Agreed**

- 7.1.3** Cllr Lloyd **proposed, seconded** by Cllr Northam that Cllr I. Alexander serve as Community Committee Vice Chair. **Agreed**
- 7.2.1** **Planning & Premises Committee**
The Clerk confirmed the 8 councillors who had expressed an interest. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllrs Trundle, Young, Rudkin, Northam, I. Alexander, S Alexander, Hanson and Bell. **Agreed**
- 7.2.2** Cllr Young **proposed, seconded** by S. Alexander that Cllr Trundle serve as Chair of Planning and Premises Committee. **Agreed.**
- 7.2.3** Cllr Hanson, **proposed, seconded** by Northam that Cllr Young serve as Vice Chair of Planning and Premises Committee. **Agreed**
- 7.3.1** **Finance and General Purposes Committee {F&GP}**
The Clerk confirmed the 9 councillors who had expressed an interest. Cllr Young as Vice Chair of the Council was also due to be a member. Cllr Young agreed that she would stand. Cllr S. Sullivan agreed to stand down. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Norcross, Young, Lloyd, Trundle, Northam, S. Alexander, G. Sullivan, Goldsmith and Campbell are the members of the F&GP Committee. **Agreed**
- 7.3.2** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Northam serve as Chair of Finance and General Purposes Committee. **Agreed**
- 7.3.3** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Lloyd serve as Vice Chair of Finance and General Purposes Committee. **Agreed**
- 7.4.1** **Personnel Committee**
The Clerk confirmed the 8 councillors who had expressed an interest. (Cllr Northam also confirmed his intent to stand), but only 7 spaces were available. A vote was undertaken as per 6.1.8 above. The meeting was suspended for 10 minutes whilst the voting process took place and the Clerks undertook the counting of votes in a separate office. The Meeting recommenced at 8.43pm.
- 7.4.2** Cllr Campbell raised a point of order relating to the Chairs motion at 6.1.8 – He noted that under Standing Order 9 it states no motion can be moved at a meeting unless given 3 clear days’ notice before a meeting and that it be written to the Clerk. Standing order 10 gives exceptions to that rule - Could the Clerk explain. Cllr Northam stated that he didn’t understand the point of order, as the item was on the agenda. The Clerk confirmed the item was on the agenda and that a motion can be formulated from any point on the agenda and that is what the Chair had done.
- 7.4.3** The Chair read out the details of the vote in that the two Cllrs who had received the fewest votes were Cllr Campbell (5) and Cllr S. Alexander (2) and were therefore not elected to the position. All the other Councillors received at least 8 votes each – Cllr Norcross (9), Cllr Bell (9), Cllr Hanson (8), Cllr Northam (10), Cllr Lloyd (10), Cllr Young(10) and Cllr I. Alexander (10). Therefore, Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs Norcross, Young, Northam, Lloyd, I. Alexander, Bell and Hanson are members of the Personnel Committee. **Agreed. 9 For, 3 Abstained, 1 No Vote.** Cllr S. Sullivan wanted it noted she thought the vote was unlawful.
- 7.4.4** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Young serve as Chair of the Personnel Committee. **Agreed 9 For, 1 Against, 2 Abstained, 1 No vote**
No Vice Chair was voted upon.

FULL/21/8	COMMUNITY MATTERS	
8.1	Cllr S. Alexander proposed, seconded by Cllr S. Sullivan that the SPC agree support [and allow to proceed subject to usual provision to the Clerk of risk assessments etc.] for a BBQ Event to take place on the MPF, [it being organised] by the Steyning and District Partnership. Agreed	CLERK
FULL/21/9	ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, CODE OF CONDUCT AND DISPENSATION SCHEME – To agree any amendments and adopt	
9.1	Adoption of the SPC Standing Orders – The Clerk ran through the proposed changes as per supporting papers. Cllr Campbell proposed some amendments. Cllr Lloyd proposed, seconded by Cllr Northam amendments to 2 nd paragraph under point 4d in Standing Orders – {New membership details - which will be stated in new version}. Agreed. Cllr Campbell proposed, seconded by Cllr Norcross amendments to point 4dvii in Standing orders to include the change to quorum of 5 for the Community Committee. Agreed. Therefore, Cllr Norcross proposed, seconded by Cllr S. Alexander that Standing Orders be adopted by SPC subject to the amendments that had just been agreed. Agreed	CLERK
9.2	Adoption of the SPC Financial Regulations – No amendments discussed. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC adopt the SPC Financial Regulations. Agreed	
9.3.1	Adoption of the SPC Scheme of Delegation – The Clerk noted amendments as agreed and recommended by Working Practices and as per supporting papers. Cllr Campbell proposed a further amendment, seconded by Cllr Northam that all references to Committee maximum numbers and quorum be deleted from the Scheme of Delegation as they were already noted within SPC Standing Orders. Agreed	
9.3.2	Cllr S. Alexander discussed proposing amendments concerning delegated CCTV responsibilities, but the Clerk gave explanations, and the motion was withdrawn. Cllr Campbell asked why the Changing rooms did not move with other Premises items to the new Planning and Premises Committee. The Clerk explained all the direct and indirect income received from the changing rooms was under the responsibility of the Community Committee so to match up the expenditure and overall management to the same committee was preferable.	
9.3.3	Cllr Lloyd proposed, seconded by Cllr Hanson that SPC adopt the SPC Scheme of Delegation to include the current proposed changes mentioned above, and by the Clerk, and subject to any further changes to be considered by the Working Practices Group. Agreed	CLERK
9.4	Adoption of the SPC Code of Members Conduct – Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC adopt the SPC Code of Members Conduct. Agreed	
9.5	Adoption of the SPC Dispensation Scheme – Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC adopt the SPC Dispensation Scheme. Agreed	
	The Chair brought forward Agenda item 12.	
FULL/21/10	REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON FOI PANEL AND WORKING PRACTICES.	
10.1	FOI Panel Membership - The Clerk confirmed there were 7 SPC members who had expressed an interest, and there were only five positions available. Cllrs Campbell, G. Sullivan and S. Sullivan all withdrew their candidacy, leaving four members. Cllr Northam then put his name forward – this bringing the group of interested members back to five. Cllr Norcross proposed, seconded by Cllr S. Alexander that Cllrs Lloyd, Young, Norcross, S. Alexander and Northam be on the FOI panel. Agreed. 9 For, 1 Against, 1 Abstained, 2 No votes.	

- 10.2 Working Practices Group** – Cllr Campbell withdrew his candidacy from this group. The Clerk therefore confirmed there were subsequently 5 SPC members who had expressed an interest, and there were five positions available. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Lloyd, Young, Norcross, S. Alexander and Hanson be on the Working Practices Group. **Agreed. 9 For, 2 Against, 2 No votes.**
- FULL/21/11 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES**
- 11.1** The Clerk and Chair confirmed that out of the list of twenty-three policies listed on the Agenda, and as per recommendation from Working Practices Group, that there were only three SPC policies that needed new or amended drafts adopted, as per supporting papers. These policies being the SPC Health and Safety Policy, the SPC Grant Awarding Policy and the SPC Death of a Senior National Figure Policy, and these would be dealt with individually. Cllr Norcross therefore **proposed** that the remaining SPC policies {twenty policies listed as follows :- SPC Breach Notification Policy; SPC Data Protection Policy; SPC Data Retention and Disposal Policy; SPC Subject Access Request Policy; SPC CCTV Policy and Code of Practice; SPC Freedom of Information & Environmental Information Regulations Requests Policy; SPC Dignity at Work / Bullying and Harassment Policy; SPC Email Policy; SPC Complaints Policy; SPC Social Media Policy; SPC Unacceptable Behaviour Policy; SPC Overarching Protocol for Conduct; SPC Privacy Policy; SPC Memorial Seat Policy; SPC Equality Policy; SPC Community Engagement Policy; SPC Training Statement of Intent; SPC Communications Policy; SPC Staff Grievance Policy and the SPC Staff Discipline Policy} be voted in en block, **seconded** by Cllr S. Alexander. **Agreed** **CLERK**
- 11.2 SPC Health and Safety Policy** – The Clerk outlined the amendments as per supporting papers and as per recommended by the Working Practices Group. Other small amendments were discussed. The Clerk read through the amendments receiving support. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the SPC Health and Safety Policy be adopted subject to those amendments discussed. **Agreed** **CLERK**
- 11.3 SPC Grant Awarding Policy** – Cllr I. Alexander made some suggested amendments via email to the Clerk, then Cllr Campbell had made some further amendments. Both of which had been sent to all before the meeting and the Clerk had provided hard copies to all for the meeting. Cllr Norcross **proposed, seconded** by Cllr S. Sullivan that the SPC Grant Awarding Policy be adopted subject to the amendments discussed and stated in supporting papers. **Agreed** **CLERK**
- 11.4 SPC Death of a Senior National Figure Policy** – The Clerk had drafted this new policy and presented to Working Practices Group and the Group agreed to recommend this policy to Full Council as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Norcross that subject to the removal of the paragraph on dress policy that the SPC Death of a Senior National Figure Policy be adopted. **Agreed 7 For, 3 Against, 3 Abstained {Cllr RG stated he had not heard all the discussion}** **CLERK**
- The Chair brought the next item forward from Agenda item 16
- FULL/21/12 REVIEW AND AGREE SPC FINANCIAL RISK ASSESSMENT**
- 12.1** Cllr Norcross **proposed, seconded** by Cllr Northam to adopt the SPC Financial Risk Assessment. **Agreed**
- FULL/21/13 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES** **CLERK**
- 13.1 South Downs National Park (SDNP) – Two reps.**
The Clerk confirmed there were two SPC Cllrs for two positions available. Cllr Norcross **proposed, seconded** by Cllr Young that the two Cllrs be voted in as SPC representatives to the SDNP. Cllr Campbell **proposed** an amendment, requesting that each representative position

be voted on separately. Cllr Norcross agreed. Cllr I. Alexander – 13 For : Cllr S. Alexander – 9 For, 4 Against. **Agreed** – Cllr I. Alexander and S. Alexander are SPC's SDNP representatives. Cllr Goldsmith objected to Cllr S. Alexander being a SPC representative due to recent complaints and wanted this minuted. Cllr Northam on a point of order stated that Cllr Goldsmith should have voiced his objections before the vote, not after it.

- 13.2 Joint Parishes Youth Committee (JYPC) – Two reps.** Cllr S. Alexander and Cllr Norcross volunteered to represent the Council. Cllr Norcross **proposed** the two positions be voted on, Cllr Campbell **proposed** an amendment requesting that each representative position be voted on separately. **Seconded** by Cllr S. Sullivan. Cllr Campbell also stated that he would not vote for Cllr S. Alexander because he felt he was not a fit and proper person to represent this Council on any outside body. Cllr Lloyd stated that this constant vilifying of Simon was quite unacceptable. Cllr Goldsmith disagreed with Cllr Lloyd's comments. Cllr S. Sullivan also stated she wanted it minuted that due to the unprecedented sanctions against Cllr S. Alexander she would not vote for him. The vote took place. Cllr Norcross - 13 For: Cllr S. Alexander – 8 For, 4 Against, 1 Abstained. **Agreed**
- 13.3 HALC / WSALC / NALC - Two reps.** – Cllr Norcross **proposed, seconded** by Cllr Northam that Cllrs Trundle and Lloyd represent SPC at HALC, NALC and WSALC. **Agreed**
- 13.4 Local Action Team (LAT) – One rep.** There were two Councillors who expressed a preference for the position. Cllr Norcross proposed a vote. Cllr Goldsmith gained 7 votes; Cllr S. Alexander gained 4 votes. 2 Abstained. Cllr Norcross declared Cllr Goldsmith as being elected for LAT representation. **Agreed**
- 13.5 Joint Parishes Cemetery Committee (JPCC) – Two reps.** Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs Northam and Norcross be the two representatives on the JPCC. **Agreed**
- 13.6 Isolation & Loneliness representative – One/Two reps.** Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Young be Isolation and Loneliness representative for SPC. **Agreed.** Cllr Goldsmith objected
- 13.7 Tree Warden for Steyning Parish Council.** Simon Zec had kindly agreed to act as Tree Warden once again. Cllr Norcross **proposed, seconded** by Cllr Trundle that Simon Zec continue as SPC Tree Warden. **Agreed**
- 13.8 Patient Participation Group (PPG) – Two reps.** The Clerk confirmed there were three Councillors willing to stand. Cllr Hanson then withdrew. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllrs Bell and Young be the two SPC PPG representatives. **Agreed, 12 For, 1 Abstained**
- 13.9 Neighbourhood Wardens Steering Committee – Three reps.** The Clerk confirmed there were five Cllrs who wanted to represent the Council. Cllrs Campbell and Cllr I. Alexander withdrew their candidacy. Leaving three Cllrs. Cllr Campbell requested that each representative be voted on separately. Cllr Norcross **proposed** a vote be taken. Cllr Lloyd 13 votes For, Cllr S. Sullivan 13 votes For, Cllr S. Alexander 9 votes For, 4 Against. **Agreed** that Cllrs S. Alexander, S. Sullivan and Lloyd are SPC representatives on the Neighbourhood Wardens Steering Committee.
- 13.10 SPC councillor representative on the 'Steyning Greening' group – Four reps.** The Clerk confirmed there were four proposed representatives these being Cllrs Trundle, Bell, Hanson and S. Alexander. Cllr Norcross **proposed, seconded** by Cllr Hanson that these four Councillors are the SPC representatives on the Steyning Greening Group. **Agreed 11 For 2 abstained**

- 13.11 Steyning Society representative to assist with Local Heritage List project – One rep.**
Cllr Young had put her name forward but only in the absence of another Cllr wanting to be considered. Cllr I. Alexander said he would do so. Cllr Young thanked him and stepped down. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllr I. Alexander represent SPC with the Steyning Society to assist with Local Heritage List project. **Agreed**
- FULL/21/14 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** **CLERK**
14.1 There were four subscriptions to be reviewed and approved. Cllr Campbell suggested that all four subscriptions be approved en block. Cllr Norcross **proposed, seconded** by Cllr Northam that the subscriptions to all four bodies [noted within supporting papers supplied - These being the West Sussex Association of Local Councils / National Association of Local Councils: The Horsham Association of Local Councils : The Society of Local Council Clerks and the Open Spaces Society] be approved en block. **Agreed**
- FULL/21/15 PARISH COUNCIL INSURANCE COVER.** The Clerk asked that the Council noted that its insurance policy expires on 31st August '21. Duly noted.
15.1
- 15.2** Cllr Campbell stated that Council ought to re-affirm the meeting schedule, the Council's expenditure under s. 137, and review Land and other Assets at this meeting. The Clerk agreed that these would be dealt with at the next Meeting. **CLERK**
- The Chairman returned to Agenda item 6.
- FULL/21/16 MATTERS ARISING FROM PREVIOUS MEETINGS**
16.1 Cllr Norcross confirmed these items should be taken as read and do not need discussion unless specified as listed below:-
Possible movement of Park bench to be placed on the June Community agenda – **Actioned**
CCTV coverage to be placed on next F&GP agenda (June) – **Actioned**
Clerk to forward information regards Cllr Potters retirement onto SPC Cllrs – **Actioned**
Clerk to amend date error on three sets of agreed minutes – **Actioned**
Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **CLERK**
Ongoing
SPC Land Register to be brought back to F. Council, subject to processing of non-registered land - **Ongoing** **CLERK**
Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – **Cllr Norcross**
Ongoing
Internal Auditor appointment details to be brought back to Full Council – **Ongoing** **CLERK**
Clerk to inform WSALC that SPC to become a member - **Actioned**
Clerk to ensure Working Practices group convenes to discuss policies - **Actioned**
Risk Assessment to be sent to Councillors regards convening public meetings at S. Centre - **Actioned**
Clerk to induct new SPC Councillors - **Actioned**
New format for showing budget figures - **Actioned**
Next '20's plenty' Working Party to meet on 11th May to discuss feedback - **Actioned**
Clerk to write letter of intent to HDC re future pocket park grant application - **Actioned**
Clerk to organise removal of temporary pedestrianisation zone on High street – **Actioned**
D. Clerk to respond to Steyning Society re request – **Actioned**
Clerk to ensure Cllr representative appointed to assist with Steyning Society project – **See item 13.11**
Clerk to write a letter of thanks to the Wardens for their community spirited work – **Actioned**
D. Clerk to place PPG update on web site – **Actioned**
Climate Change working party to convene to discuss 'pocket park' with Steyning Greening - **Actioned**

Clerk to update Cllrs as to what award has been won by Youth Service provider – **Actioned**

Cllr S. Alexander to attend 15th June SDNP webinar session – **Ongoing**

Cllr S.
Alexander

Clerk to respond to WSCC stating no current challenge to Soft Sands review at High Court – **Actioned**

Clerk to convene Soft Sands WP to compile outline brief for consultants' quotations- **Actioned**

Cllr Barling to further discuss Godstalls Lane community highway application with residents - **Ongoing**

WSCC Cllr

Requested Motion discussion deferred to next Full Council meeting – **Ongoing**

CLERK

Clean up day information to go on Web Site – **Actioned**

Clerk to respond to Steyning and District Partnership with SPC's provisional support for BBQ - **Actioned**

16.2

One item required further discussion – '*Cllr Lloyd to see if a consultation response could be sent in late*' – Cllr Lloyd reported he had sought and obtained an answer from HDC but would return with more details at the next meeting.

Cllr Lloyd

FULL/21/17 DATE OF NEXT FULL COUNCIL MEETING: 21st June 2021 at 7.30pm

Meeting closed at 10.09 pm

Signed Date 21st June 2021
Chairman

video recording of this meeting is available at :

<https://www.steyningpc.gov.uk/parish-council/councilcommittee-meetings/>

John Fullbrook

From: reina.
Sent: 09 June 2021 16:47
To: John Fullbrook; Hazel Roxby; Joanna Norcross
Subject: Towers Campus Travel & Transport Committee

Dear Joanna, John & Hazel

Re: Towers Campus – Travel & Transport Committee

Following quite a few discussions over the last few months involving the Steyning Grammar School, our local MP and others, we are now at a point where we need to form a local group in order to investigate and hopefully instigate a range of traffic and transport initiatives to primarily assist pupils, who will now need to travel between the Towers Campus in Upper Beeding and Shooting Field Steyning. From a wider prospective, these initiatives will also be of benefit to residents and visitors alike, so a plus all round. Ideas already being mooted include; cycle routes and footpaths, sustainable and greener opportunities such as bus services and electric vehicles as well as identifying general crossing and movement improvements. Where could these outdoor routes be sited, and what sort of transport ? What about finances ? How long will it all take ? Lots to discuss and much need for local input and knowledge -which is why we are contacting you.

Regarded as neutral – having no political position, no predetermined agenda and wide coverage – the Steyning & District Community Partnership have agreed to take the lead. We are eager to get the project on the road, and as such would like to ask if you would be able to help gather a representative from the Steyning PC to join this essentially open minded committee, which potentially will have the ability to split into working parties to work on different subject matters that may emerge – such things as (a) accessibility (b) basic road crossings (d) coach transport (e) routes.

As Parish Clerk and the Chair of the Council, would it be possible for you both to decide who you think might best represent the Steyning PC to help us determine the best way forward ?

We are keen to involve a spread of involvement, so we seek the views and opinions from the wider community. Naturally the SGS will be a very active part of the group, but having input from this wider field will help them enormously to make these important decisions.

At our inaugural meeting (on a date yet to be decided) we will be better placed to explain our objectives more fully, after which a final choice can be made as to whether it is something that your representative can support. If you could come back to us as soon as possible - with regard to this invitation to join us for this first get together - that would be very much appreciated.

Best wishes,

Combined Warden Monthly Report

April 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	101	ASB incidents TOTAL:	9
Foot patrol TOTAL:	38	Noise	2
Foot (high visibility) – Steyning	17	Neighbours	1
Foot (high visibility) – Bramber	6	Driving/vehicles	0
Foot (high visibility) – Upper Beeding	15	Bikes	0
Vehicle patrol TOTAL:	63	Alcohol /drugs	3/2
Vehicle patrol - Steyning	33	Public order	1
Vehicle patrol - Bramber	10	Clear up/disposal reports TOTAL:	8
Vehicle patrol - Upper Beeding	20	Fly tipping / flyposting	2
Notices/warnings TOTAL:	2	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	4
Community Protection Warning/Notice	0	Drug litter	2
Parking alert	2	Hazards	0
Police reports TOTAL:	6	Admin	25
Phone (including 101 and 999)	0	School contact / Youth Engagement	0
Email	2	Reports to DVLA	2
E-CINS (multi-agency reporting)	0	Community events attended	0
Verbal	4	Calls and Visits to vulnerable people (all ages)	6
Media reports TOTAL:	2	Signposting	1
Press release / Community magazines	0	Safeguarding referral	0
Social Media	2	Reports to Operation Crackdown	3

ASB/crime/criminal damage

Steyning –

Following a tip off from a resident we were able to discover a cannabis stash that had been hidden in the undergrowth in Kings Barn Lane .A Tupperware box contained cannabis with a value of approximately £250.We informed the Police and it was booked in and disposed of by P.C.S.O Tracy Bicknell.

We have had consistent complaints regarding a group of youths who were congregating on the bench in the grounds of the Community Centre. Staff at the centre reported that the pungent smell was drifting into the offices and that they frequently left litter .We consequently asked them to move on three separate occasions. They continued to frequent the area during the day and when the Community Centre was closed. We decided that we would trial moving the bench from the area. We have now had reports from residents regarding this group whom are still smoking cannabis in public areas such as the Memorial Playing Field and high street Bus Stop. We have fed this information into the Police and to request Direct Patrol Activity for these areas. All youths involved are known to Police.

Residents of Charlton St have complained of large groups of youths gathering at the benches that align their back gardens to the Memorial Playing Field. Some have been verbally abusive towards them and on one occasion an elderly resident was hit by an egg that was thrown from the area. Both P.C.S.O.Tracy Bicknell and ourselves have visited the resident. We have also engaged with the group regarding this matter and asked them to respect the privacy of others and to moderate their behaviour relating to noise nuisance and littering.

We received a report from an outreach worker regarding a male who was drunken and disorderly in the High Street. The male was known to her and was subject to a banning order. We arrived on scene but there was no trace.

We received a report from a resident in Kings Barn Lane regarding a male allegedly using a firearm in the farmers' fields. Police were called and an arms unit were deployed. When questioned the male involved claimed he was using an area for target practice.

We received a report from the head of the Boarding School regarding a young male who was smoking cannabis by the perimeter wall. We attended and gave words of advice and the male became aggressive and abusive. We reported the incident to the Police.

Visit to Leisure Centre re emergency planning update of details.

Following a call from a resident in Chancton House we were able to witness and record extreme noise nuisance. A report and the recording has been sent to Environmental Health and Housing for further action.

Bramber –

We received a report of a cold caller in the Street. We attended but there was no trace.

We had reason to engage with a group of young males gathered in the Car Park who were using the area as a Race Track.

Upper Beeding –

We received a Report from a resident regarding a householder who was spraying the grass verge of Peperscombe lane with an unknown substance. The Resident was walking his dog at the time and suspected the content to be bleach and believes his dog suffered a reaction and had to visit the vet.

We received a report from a resident regarding human excrement being left in the Open Space in Hyde Lane.

Parking/vehicles

Steyping –

There have been ongoing problems with vehicles parking in the Disabled Bay situated opposite Springwells in the high street. After further investigation we have discovered that the bay is no longer enforceable and that vehicles can park there .We have informed residents that have complained of the current situation. Unfortunately Horsham District Council will not be removing the road markings.

Bramber-

Nothing to report

Upper Beeding-

We have encouraged residents to report previous instances of cars parked awaiting M.O.T in pound lane to Trading Standards.

Following an incident in Saltings Way, relating to dangerous and obstructive parking on the pavement, we delivered official police warning letters to residents.

There has been an abandoned vehicle in the Car Park at the Recreation Ground. It was initially reported to Operation Crackdown and a notice was served. The notice was removed when the owner contacted the police saying he would collect it. This did not happen and the vehicle was professionally stripped of any valueable parts. We consequently reported the vehicle and another notice was served.

Fly tipping/littering/graffiti

Steyping –

We reported a tip of garden waste on the Steyping Bostal to Hop Oast.

Bramber –

Nothing to report

Upper Beeding –

Nothing to report

Community engagement/events/meetings

We carried out a foot patrol and retail visits with P.C.S.O. Tracy Bicknell following the lifting of Covid restrictions

Patrols (foot/visible and car)

We increased static monitoring of Fletchers Croft Car Park, the Steyping Community Centre and the Memorial Playing Field.

Elderly and Youth

Nothing to report

Licensing

Nothing to report.

Steyping –

Bramber –

Upper Beeding –

Dog related issues

Nothing to report

Steynning –
Bramber –
Upper Beeding

Cycling

See ASB Bramber

Steynning –
Bramber –
Upper Beeding –

Combined Warden Monthly Report

May 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	109	ASB incidents TOTAL:	22
Foot patrol TOTAL:	44	Noise	4
Foot (high visibility) – Steyning	22	Neighbours	3
Foot (high visibility) – Bramber	9	Driving/vehicles	2
Foot (high visibility) – Upper Beeding	13	Bikes	0
Vehicle patrol TOTAL:	65	Alcohol /drugs	3/7
Vehicle patrol - Steyning	33	Public order	3
Vehicle patrol - Bramber	10	Clear up/disposal reports TOTAL:	3
Vehicle patrol - Upper Beeding	22	Fly tipping / flyposting	3
Notices/warnings TOTAL:	4	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	0	Drug litter	0
Parking alert	4	Hazards	0
Police reports TOTAL:	43	Admin	34
Phone (including 101 and 999)	0	School contact / Youth Engagement	8
Email	10	Reports to DVLA	1
E-CINS (multi-agency reporting)	3	Community events attended	0
Verbal	30	Calls and Visits to vulnerable people (all ages)	11
Media reports TOTAL:	2	Signposting	3
Press release / Community magazines	0	Safeguarding referral	0
Social Media	2	Reports to Operation Crackdown	2

ASB/crime/criminal damage

Steyning –

- We received a call from a resident in Goring Road relating to an ongoing late night noise nuisance complaint, there are also elements of anti-social behaviour which have been targeted towards certain residents in the building. We were on hand to witness the noise nuisance as professional witnesses and aid the environmental health team at Horsham District Council who were seeking to obtain a warrant to access the property and remove any stereos or noise making equipment. The warrant has been obtained through the courts but there have been no further reports of reoccurring nuisance. The warrant can be enforced if the problems reoccur, and the possession of the property is being sought.
- We continued to receive reports relating to a group of young people frequenting the bus shelter and smoking cannabis and also dealing cannabis. We visited residents and business owners and encouraged them to also report this directly to the Police as well as ourselves. We had moved this group on a number of occasions from other areas around Steyning and had received intelligence relating to an individual dealing drugs from the bus shelter. We had also witnessed this person dealing drugs in other areas ourselves, and all the intelligence gathered was submitted to the Police and raised with the Neighbourhood Policing Team Inspector. At this point, we were advised there would be an operation to target the bus shelter and therefore withdrew from visiting the bus shelter temporarily, so the Police could look to enforce. There were two operations, the first resulted in two young people being searched and cannabis was confiscated. The second resulted in a young person being arrested for possession with intent to supply controlled drugs.

- On the 28th May the police authorised a Section 35 Dispersal Order (Anti-social Behaviour, Crime and Policing Act 2014) covering Steyning, Bramber & Upper Beeding for a 48 hour period. This was due to Intel relating to a mass gathering of 300+ young people. The concern raised included not only breaches of the Covid restrictions, but underage drinking, drug taking, associated ASB and safety concerns. The section 35 means the Police can deal more easily with ASB and can temporarily ban any individual from an area for the time period set if necessary. We were working closely with the Police on the evening and engaged with numerous groups of young people. The levels of ASB were kept extremely low throughout the evening.
- We continue to monitor ASB at the Memorial Playing Field and in particular at the bench nearest to the cricket nets. The Police are also patrolling this and aware of the current issues. We have moved large congregations of young people away from the bench on occasions when there have been loud music and underage drinking. For the most part, the individuals and groups we have encountered have been compliant.
- A resident reported damage to their vehicle on the High Street near Jarvis Lane. The vehicle would often be parked in a disabled bay. We discovered that the bay is no longer in use but the markings haven't been burnt off the road. We are currently trying to get a sign put up stating this bay is no longer in use as its causing ill feeling locally as many residents don't realise it's no longer a disabled parking bay.

Bramber –

Patrols increased in Bramber Castle grounds due to reports of young people using nitrous oxide canisters. The possession of nitrous oxide is now a breach of the Public Spaces Protection Order.

Upper Beeding –

- We received reports relating to eggs being thrown at several houses around the parishes but particularly in Upper Beeding. We already had a suspect in mind as last month we had a similar issue in Steyning and one resident was hit in the head with an egg. We were fortunate enough to be sent clear CCTV this time around and can positively identify the person responsible. We will report back in due course regarding the outcome.
- We received a call relating to an issue with a dog not being kept under control at the Upper Beeding recreation ground, the owner was challenged after the dog was running loose in the children's play park and popped a child's ball. Allegedly the owner was unable to maintain control of the dog and this caused concern for the other resident involved. We will monitor this on patrol and talk to the owner if we witness the dog being out of control and consider enforcement under the Public Spaces Protection Order.
- We carried out two visits in Manor Road as part of an ongoing neighbour dispute relating to the grass verges. A young tree that was planted on verge by the parish council has been cut down. Neither resident had any knowledge of what had happened to the tree.

Parking/vehicles

Steyning –

A parking alert was issued on a vehicle in Cuthmans Road.

Bramber-

A parking alert was issued on a vehicle in The Street.

Upper Beeding-

- A parking alert was issued on a vehicle in Saltings way.

- We received a call after our letter drop in Saltings Way relating to inconsiderate parking, the resident is having some issues with people parking over his driveway regularly. He is going to forward us the details of the vehicles involved.

Fly tipping/littering/graffiti

Steypning –

Fly tipping reported Steypning Bostal.

Bramber –

Fly tipping reported at Bramber Castle.

Upper Beeding –

Fly tipping reported High Trees Car Park.

Community engagement/events/meetings

We linked up with Horsham Matters and delivered 40 food parcels to the lower school (Steypning) for collection by parents.

Patrols (foot/visible and car)

Elderly and Youth

- We received a call from Community Link to carry out an urgent welfare visit to a resident in Ingram Road, Steypning.
- As Covid-19 restrictions have eased we have slowly been getting our Dingemans Social club back up and running, we are currently running with limited numbers and observing social distancing rules until restrictions ease further.

Licensing

Nothing to report.

Steypning –

Bramber –

Upper Beeding –

Dog related issues

Steypning –

None

Bramber –

None

Upper Beeding –

See ASB

Cycling

Nothing to report.

Steyping –

Bramber –

Upper Beeding –

Question raised by Mr Muggridge that he wanted to be considered by Councillors.

It's now well over a year since the council submitted the draft Steyning Neighbourhood Plan for Reg 14 public consultation. You'll remember that this plan included a significant change of strategy to exclude all housing and infrastructure considerations, in order to meet an HDC submission date ahead of HDC finalizing their Local Plan review.

- Steyning First councillors chose to over-ride the recommendations of its own NP Steering Group regarding the housing decision and ignored their advice that the Local Green Space proposals were unsafe.
- Landowners who had engaged with the process through their formal "Call for Sites" process were arbitrarily sidelined, not long after their well-received site development presentations.
- Residents were not consulted at all about this significant change of strategic direction, which largely ignores the identified future needs of our community.

You'll also recall that the majority of the local residents on the SNP Steering Group resigned in disgust, when SPC voted to ignore their recommendations, despite all the work they had undertaken over two years!

The current plan delivers nothing at all to improve the sustainability of the Steyning Community in the future, with

- no recommended housing sites,
- no affordable homes or downsize accommodation for local people,
- and no new infrastructure to support the community. This threadbare plan is arguably a Nimby NP; delivering nothing and retaining a status quo.

It is already the case that residents may have lost the opportunity to directly influence any re-development of the SGS Church Street site, through NP provisions. That could have included demanding affordable homes for local people and types of homes that match Steyning residents' needs.

Now in 2021, I would like to ask current councillors to help me, and other interested residents, understand why this pared down plan, which many of you voted against, is still being pursued, and is currently awaiting formal Inspection by a consultant appointed and paid for by HDC?

May I suggest that this could be a good time for current SPC councillors to re-consider the NP, and whether it would be prudent to withdraw it, ahead of spending more public money on Inspection; a thorough examination it may well fail. Subsequently, when appropriate, councillors can decide whether to:-

- To consider reconvening a Steering Group of local volunteers to press on and complete a NP that is:
 - worthy of its name
 - involves the public
 - addresses the future sustainability needs of our residents and community.
- Or abandon neighbourhood planning altogether.

Thank you.

Steypning Neighbourhood Plan Steering Committee Terms of Reference

1. Purpose

a. The main purpose of the Steering Committee is to oversee the preparation of a Neighbourhood Plan for Steypning which will progress to Independent Examination and a successful community referendum and ultimately be adopted by Horsham District Council to become local planning policy. As part of this work the Steering Committee will review and update where necessary the work co-ordinated by the Steypning, Wiston, Ashurst and Bramber (SWAB) Neighbourhood Plan Steering Group which relates to Steypning.

b. The Steering Committee will engage the local community to ensure that the Plan is truly representative of the informed ambitions of the majority of Steypning residents. The Committee will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

a. The Steering Committee will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community

b. All decisions made shall be fully evidenced and supported through consultation with the local community.

c. The Steering Committee is a committee of Steypning Parish Council (SPC) which is also the Qualifying Body and so is subject to SPC's adopted Standing Orders and to all policies, statutory and other limitations and guidance applicable to SPC. It must be particularly borne in mind that delegation to a single committee member is not permissible; the minimum is two members or one member and the clerk. All correspondence (digital or otherwise) must be sent in SPC's name by the Clerk save where sending of correspondence has been specifically delegated and in that event a copy must always be provided to the Clerk and the Chair of the Council and the Chair of the Committee. Decisions can only be made at a properly constituted meeting through a motion on an agenda which has been passed by a majority vote.

d. The lay members of the Steering Committee have been given voting rights (see below) and so not only do SPC Standing Orders and all other limitations and guidance applicable to elected councillors apply to lay members mutatis mutandis, but so do the provisions of SPC's Code of Conduct.

e. All committee members agree to abide by the principles set out in the "Probity in Planning" Guidance published jointly by the Local Government Association and the Planning Advisory Service.

In particular, an Officer should always be present at any meeting with any landowner or developer or other interested party. Committee members must avoid giving advice on the Plan and must not be drawn into any negotiations, which should be done by officers (keeping interested committee members up to date).

A written note must be made of all meetings. An officer should make the arrangements for such meetings, attend, and write notes. A note must be taken of any phone conversations, and relevant emails recorded for the file. File notes should record issues raised and information given. The note(s) should be placed on the file as a public record.

f The GDPR, the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations all apply to the work of each committee member even where work is carried out on personal hardware such as laptops and smartphones. The SPC policies for these matters are published on its website

g By accepting a role as a committee member lay members agree to abide by these Principles and acknowledge having been provided with digital copies of the documents referred to.

3. Roles and Responsibilities

In order to achieve this, the Steering Committee will carry out the following

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Steyning;
- Produce, publish, monitor and update a project timetable;
- Produce, publish and keep updated a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council and, where specified in these terms of reference, seek endorsement of decisions taken;
- Undertake analysis and evidence gathering to support the plan production process;
- Engage with external consultants to seek expert guidance, as required
- Identify sources of funding and seek to maximise funding from external sources; and manage the Neighbourhood Plan budget
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of residents are understood;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is supported by the majority of residents

4. Membership

a. Membership of the Steering Committee will consist of up to four Steyning Parish Councillors and up to eight members of the local community. Steering Committee membership will aim to include a wide representation of those who live and/or work within the 'Designated Neighbourhood Plan Area', selected through a fair and transparent process.

b All members of the Steering Committee should promote the purposes and principles of the Steyning Neighbourhood Plan Steering Group Committee.

c Membership must be published on the parish council and NP websites. All members must complete a register of interests which will be open to public inspection.

5. Delegated Authority

a. The Steering Committee has delegated authority from the Parish Council to carry out its plan-making functions up to preparation of the Pre-Submission document. The Group will report at least monthly to the Parish Council setting out progress on its work and in any event promptly reporting and seeking approval on any significant issues or changes in government or HDC policy which are likely to have any significant impact on delivery or outcome or budget.

b. The approval of Steyning Parish Council is required for any changes to these Terms of Reference, for an annual budget forecast and for any necessary expenditure in excess of grant funding. Steyning Parish Council must approve the Draft Pre-submission Neighbourhood Plan prior to publication for consultation and independent examination under Regulation 14 and must approve any significant decision likely to have any significant impact on delivery or outcome or budget.

b. The plan-making process remains the responsibility of the Parish Council as the Qualifying Body. All publications, consultation and community engagement exercises will be undertaken on behalf of the Parish Council, with appropriate recognition of the Parish Council's position as the Qualifying Body given in all communications associated with the project. The Parish Council has the authority to dissolve the Steering Committee or to end work on the Steyning Neighbourhood Plan.

6. Meetings

a. Steering Committee meetings will take place approximately once a month, but at least once within every two months.

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

c. Meetings will be open to the general public, but the Steering Committee may vote to enter into Confidential Session when discussing matters of commercial sensitivity or to protect personal information. The participation in the meeting of any members of the public will be regulated by the Chair of the meeting.

d. The Steering Committee will agree a Chair, Vice Chair, Treasurer and Secretary from its membership and will request the Qualifying Body to appoint the Chair and Vice Chair under SPC's Standing Orders. If any of these positions should become vacant, the Committee will recommend an alternative to the Qualifying Body.

d. The Secretary or other member shall keep a written record and an audio recording of meetings and circulate draft minutes to Steering Committee members and the Parish Council in a timely fashion; the aim being within five working days. Draft and approved minutes shall be made publicly available on the Parish Council website and on any Neighbourhood Plan website. Audio recordings will be uploaded to Archive.org and a link given on the SPC and NP websites

e. At least three clear days' notice of meetings shall be sent to members via email.

f. Decisions made by the Steering Group Committee will be made by majority vote. Each member shall have one vote. A minimum of five members of the Steering Committee shall be present where matters are presented for decisions to be taken. The Chair shall have one casting vote in any case of an equality of votes.

- g. The Steering Committee has the responsibility to engage with the local community. Decisions to invite/engage with representatives from the local community to address Steering Committee meetings will be decided upon at Steering Committee meetings and will be at the discretion of the chairperson.
- h. Consultants, community representatives and persons attending Steering Committee meetings will not have the right to vote. Their participation in the meeting will be regulated by the Chair of the meeting

7. Focus Groups and Working Parties

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

8. Finance

- a. All grants, and funding will be applied for and held by the Parish Council, which will ring-fence the funds for Neighbourhood Plan work.
- b. The Steering Committee has authority to spend on project matters within their approved budget forecast and the Treasurer will update the Steering Committee and the Qualifying Body at each meeting on project finance.
- c. Steering Committee members and volunteers from any Focus Groups may claim back any expenditure reasonably incurred during any Neighbourhood Plan related work provided that expenditure is pre-approved by the Steering Committee and follows the Steyning Parish Council authorised expenditure processes.

9. Conduct

- a. A register of all members of the Steering Committee and any Focus Group's pecuniary and other relevant interests will be kept and will be held by the Clerk for the duration of the plan process and thereafter in accordance with the SPC Data Protection Policy, and must be updated where necessary whenever a relevant change occurs. These will be available for inspection by any person on request.
- b. Any member of the Steering Committee or Focus Group who has a pecuniary interest or conflict of interest in any agenda item must declare that interest or conflict at the beginning of the meeting, and where there is a pecuniary interest or any conflict of interest affecting a member, that member shall withdraw from the meeting while that agenda item is discussed and shall not participate in any vote on that matter.
- c. Members of the Steering Committee and Working group / Focus Groups will apply the following principles:
 - Be clear and open when their individual roles or interests are in conflict;
 - Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
 - Actively promote equality of access and opportunity;
 - Respect the confidentiality of commercially sensitive or personal information that they gain as part of their membership.
- d. The Chair of any meeting of the Steering Committee or Focus Group will enforce the Terms of Reference, if necessary, by requiring a member to leave the meeting. If any member repeatedly does not adhere to the Terms of Reference, the Steering Committee may vote for a recommendation for them to be removed by the Qualifying Body from the Steering Committee or Focus Group.

10. Changes to the Terms of Reference

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

V4 July 2019

Agreed at Full Council meeting on the 24th July 2019

Annual Internal Audit Report 2020/21

Steyping Parish Council

ENTER URL OR E-MAIL ADDRESS www.steypingpc.gov.uk E-MAIL ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

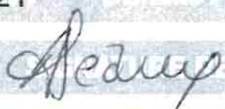
23/10/2020

04/06/2021

Name of person who carried out the internal audit

Andy Beams

Signature of person who carried out the internal audit



Date

04/06/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENSteyning Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/PAGE ADDRESS www.steyningpc.gov.uk

Section 2 – Accounting Statements 2020/21 for

ENNERLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	176,366	166,194	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	254,680	322,305	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	112,452	82,404	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	128,209	123,153	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	249,065	228,268	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	166,194	219,482	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	188,061	301,479	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,649,115	2,709,115	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name:

Steyning Parish Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021
Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement Thursday 24th June 2021 (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to: (b) John Fullbrook – The Clerk and Responsible Finance Officer Steyning Parish Council Fletchers Croft, BN44 3XZ commencing on (c) Friday 25th June 2021 and ending on (d) Friday 6th August 2021 [30 working days after (c) above] 3. Local government electors and their representatives also have: - The opportunity to question the appointed auditor about the accounting records; and - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:  MOORE Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ 5. This announcement is made by (e) John Fullbrook – Steyning Parish Clerk	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

END OF YEAR FINANCE FIGURES – BRIEFING PAPER

Item 10.1.3

Bank balances as of 31st March 2021:

Current account	£105,787.91
Savings account	£115,658.94
Petty Cash	£ 32.00
'Emergency' Reserves	<u>£ 80,000.00</u>
Total	£301,478.85

Income/Expenditure for the 12 month period up to 31st March 2021:

{to nearest £1}

Budget:

Precept 20/21	£322,305.00
Other Income	<u>£105,350.00</u>
Total	£427,655.00

Actual:

Precept 20/21	£322,305.00
Other Income	<u>£ 82,404.00</u> - (Due to Covid)
Total	£404,709.00
Less Expenditure	<u>£267,765.00</u>
Total	£136,945.00
Less Creditors / Accruals	<u>£83,657.00</u>

Total **£53,288.00** See Box 7 AGAR

* Less earmarked/ring-fenced reserves (£21,180.00)

Total Surplus for y/e 20/21 **£32,108.00**

* Please also see the Proposed Earmarked/Ring-fenced Reserves for Projects which is to be discussed under Item 6.4.

Therefore, as per Box 7 in appendix 2 {Accounting Statements – 2020/21 AGAR}
SPC new Balance and Reserves carried forward is **£166,194 + £53,288 = £219,482**

Explanation of variances 2020/21 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2020 £	2021 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	176,336	166,194				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	254,680	322,306	67,625	26.55%	YES		Increased precept request due to a number of agreed projects to be undertaken in in the 20/21 financial year
3 Total Other Receipts	112,452	82,404	-30,048	26.72%	YES		Marked decline in receipts coming in via the community centre lettings due to Covid restrictions and having to close the facility for many months of the financial year. - £43965 less income than expected for the year
4 Staff Costs	128,209	123,153	-5,056	3.94%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	249,065	228,268	-20,797	8.35%	NO		
7 Balances Carried Forward	166,194	219,482	53,288	32.06%	YES		Kept expenses as low as possible to offset decreased income generation from not having lettings, to try and keep budgets balanced. There were also four successful grant applications amounting to £24,000 additional income. Also two of the projects have not been completed which was part of the reason for the increased precept for the year and have now been put forward for completion for this year under Earmarked reserves.
8 Total Cash and Short Term Investments	188,061	301,479	113,418	60.31%	YES		Same reasons as above - Kept expenses as low as possible to offset decreased income generation from not having lettings, to try and keep budgets balanced. There were also four successful grant applications amounting to £24,000 additional income. Also two of the projects have not been completed which was part of the reason for the increased precept for the year and have now been put forward for completion for this year under Earmarked reserves.
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,649,115	2,709,115	60,000	2.26%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
* Excessive Reserves Ratio	0.65256	0.68098					

2021/22

Steypning Parish Council Meetings



7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning & Premises (Mondays)
Jan-21	5th	12th	18th	25th
Feb-21	2nd	9th	15th	22nd
Mar-21	2nd	No Meeting	15th Annual Parish Meeting	22nd
Apr-21	6th	13th	19th	26th
May-21	No Meeting	No Meeting	17th Annual Parish Council Meeting	24th
Jun-21	8th	15th	21st	28th
Jul-21	6th	13th	19th	26th
Aug-21	No Meeting	No Meeting	No Meeting	23rd
Sep-21	7th	14th	20th	27th
Oct-21	No Meeting	No Meeting	No Meeting	25th
Nov-21	2nd	9th	15th	22nd
Dec-21	7th	14th	No Meeting	13th
Jan-22	No Meeting	11th	17th	24th
Feb-22	8th	No Meeting	21st	28th
Mar-22	8th	15th	21st Annual Parish Meeting	28th
Apr-22	5th	No Meeting	11th	25th
May-22	No Meeting	10th	16th Annual Parish Council Meeting	23rd

Agreed by Full Council February 2021

All Parish Councils

Our ref: SE
Email: Sharon.evans@horsham.gov.uk
Direct Line: 01403 215538
Date: 24th May 2021

Dear Sir / Madam

Local Government Association – Model Councillor Code of Conduct

I write to inform you that following the Local Government Associations publication of their model Councillor Code of Conduct, that Horsham District Council Standards Committee considered, debated, and ultimately recommended the adoption of the new model Code of Conduct.

On the 28th April 2021, Full Council resolved to adopt the new model Code of Conduct with minor amendments, ("new Code"), which were mainly grammar and punctuation corrections.

I attach a copy of the new Code with tracked changes from the original LGA model and I ask that you as a Parish Council seriously consider adopting this new Code as soon as possible, hopefully without further amendment or modification.

There are numerous reasons why it is considered beneficial to adopt what is hoped will become the national adopted model including the following:

- Ultimately there should be additional guidance, working examples and explanatory text. If adopted, all Parish Councils will be applying current national best practice and will mean that the case law and guidance can be applied in a straightforward and simple manner.
- The clarity of a national Code of Conduct model means that it can be well understood by the public and Councillors.
- The Code addresses issues arising through more communication taking place remotely and through social media, which is currently where most problems arise.
- Relevant training and guidance will be easier to deliver and resource.
- If the District Code of Conduct is adopted by Parish Councils, it is easier to administer and allows for more consistent approaches to conduct to be applied at each tier of government.

- The Code has been designed to “protect Members’ democratic role, encourage good conduct, and safeguard the public’s trust in local government.” It focuses upon setting high standards and expecting demonstrable good conduct but also looks to ensure that Councillors can themselves undertake their role without being intimidated or bullied.
- Whilst it is acknowledged that the model Code is not perfect, and it does not deal with the lack of appropriate sanctions, for breaches, where we are still awaiting legislative change, it is still considered a substantial improvement on existing Codes of Conduct. It will also be reviewed and updated regularly.

It is considered advantageous for all, if Parish Councils would adopt the Code of Conduct of their principal authority. One of the recommendations from the Local Government Ethical Standards – A review by the Committee on Standards in Public Life was as follows:

“20. Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code.”

Whilst this and other recommendations have not been made law yet, this may (or may not) happen in any event, in due course.

A uniform approach using national standards of conduct in accordance with good practice is desirable. It will allow for more consistent approaches to be applied in relation to conduct without the need to clarify or interpret individual wording of each Parish Council’s own Code of Conduct, particularly important, as we have 32 different Parish Councils.

This, together with a revised and streamlined process and procedure in dealing with Code of Conduct complaints, will ensure an effective and efficient standards regime. Further information and detail regarding what will be a new complaints process and procedure will follow in due course.

Whilst this is a matter for each Parish Council, I strongly urge you to adopt the Code of Conduct of the principal authority, Horsham District Council. If you require any further information or detail then please do not hesitate to contact the standards team at standards@horsham.gov.uk

Yours sincerely



Sharon Evans
Monitoring Officer &
Head of Legal & Democratic Services

APPENDIX A

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

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

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

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

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

Introduction

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

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

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

Definitions

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

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

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

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

Purpose of the Code of Conduct

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

General principles of Councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

This Code of Conduct applies to you when:

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

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

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

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

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

Standards of Councillor conduct

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

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

General Conduct

1. *Respect*

As a Councillor:

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

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

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

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

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

2. *Bullying, harassment and discrimination*

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

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

3. *Impartiality of officers of the council*

As a Councillor:

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

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

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a Councillor:

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

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

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

6. Use of position

As a Councillor:

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

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

7. Use of Local Authority resources and facilities

As a Councillor:

7.1 I do not misuse Council resources.

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

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

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

Examples include:

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

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

8. *Complying with the Code of Conduct*

As a Councillor:

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

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

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

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

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

Protecting your reputation and the reputation of the Local Authority

9. *Interests*

As a Councillor:

9.1 I register and declare my interests.

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

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

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

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of ~~estimated~~ value, which could give rise to ~~real or substantive personal gain or a~~ reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B

Registering interests

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

Declaring interests

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

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

8. Where a matter arises at a meeting which *affects* –
- your own financial interest or well-being;
 - a financial interest or well-being of a friend, relative, close associate; or
 - a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

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

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

Table 1: Disclosable Pecuniary Interests

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the

	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registerable Interests

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

Appendix C – the Committee on Standards in Public Life

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

The recommendations cover:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Code of Conduct

Adopted by Horsham District Council on 28 April 2021, following the decision by full Council to adopt the Local Government Association's New Model Code (with minor amendments as recommended by Standards Committee).

Statement

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

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

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

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

Introduction

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

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

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

Definitions

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

- a) is a Member of any committee or sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and
- c) who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

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

Purpose of the Code of Conduct

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

General principles of Councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

This Code of Conduct applies to you when:

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

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

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

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

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

Standards of Councillor conduct

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

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

General Conduct

1. *Respect*

As a Councillor:

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

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

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

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

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

2. *Bullying, harassment and discrimination*

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

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

3. *Impartiality of officers of the Council*

As a Councillor:

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

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

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a Councillor:

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

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

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

6. Use of position

As a Councillor:

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

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

7. Use of Local Authority resources and facilities

As a Councillor:

7.1 I do not misuse Council resources.

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

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

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

Examples include:

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

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

8. *Complying with the Code of Conduct*

As a Councillor:

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

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

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

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

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

Protecting your reputation and the reputation of the Local Authority

9. *Interests*

As a Councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, Local Authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises.

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

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

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

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of value, which could give rise to a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

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

Appendices

Appendix A – the Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B

Registering interests

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

Declaring interests

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

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

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

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

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

Table 1: Disclosable Pecuniary Interests

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Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the

	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor’s knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registerable Interests

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

Appendix C – the Committee on Standards in Public Life

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

The recommendations cover:

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

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

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

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

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

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

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

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

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

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

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

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

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

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

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

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

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

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

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 25TH JANUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle and Northam

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P20/84 APOLOGIES

84.1 There were apologies received from Cllr Sullivan, Rudkin and Norcross
Cllr Saunders was absent.

P20/85 DECLARATIONS OF INTEREST –

85.1 There were no declarations of interest from Cllrs.

**P20/86 MINUTES – to agree and sign the minutes of the Tuesday 15TH December 2020 and
86.1 Tuesday 5th January 2021**

86.1 Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of Tuesday
15th December 2020 be accepted as a true and fair record of the meeting. **Agreed**
86.2 Cllr Trundle **proposed, seconded** by Cllr Northam that the minutes of Tuesday 5th January
2021 be accepted as a true and fair record of the meeting. **Agreed.**

P20/87 MATTERS ARISING AND ACTIONS.

87.1 None

P20/88 PLANNING APPLICATIONS

88.1 **DC/20/2588 – 2 Mill Road** – Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**

88.2 **DC/20/2541 – 88 High Street** – Replacement shopfront
Cllr Northam **proposed, seconded** by Cllr Young **No Objection. Agreed**

88.3 **DC/21/0076 – Kings Barn House, Kings Barn Lane** – Surgery to 1 x Cherry and 1x Silver
Birch
Cllrs considered a TPO is not required.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection** subject to the Arboricultural
Officers advice. **Agreed.**

- 88.4** **DC/20/2498 – 38 Penlands Rise** - Loft conversion with installation of dormer window to front elevation.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 88.5** **DC/21/0006 - Footings Gatewick Farm Steyning Bypass** - Retrospective application for the construction of a detached outbuilding and use as a self-contained Annexe.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- 88.6** **DC/21/0001 - 21 Coxham Lane** - Demolition of existing bungalow and construction of a detached double storey dwelling.
Cllr Young **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- P20/89** **LATE PLANS**
89.1 **SDNP/21/00066/FUL - Maudlin Mill Farm, Bostal Road** - Conversion of existing bunker to residential use.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- P20/90** **ENFORCEMENT NOTIFICATIONS**
90.1 **EN/21/0001 - 8 Saxon Road** - Alleged: use of garden building and patio for Pilates studio/classes several times per week
- P20/91** **PLANNING DECISIONS FROM HDC and SDNP**
Applications Permitted
- 91.1** **DC/20/2032 - 39 Kings Stone Avenue** - Erection of a single storey rear extension. Raise of roof of existing rear extension. Alterations to rear elevation and existing rear terrace.
- 91.2** **DC/20/2172 - 1 Gatewycke Terrace Tanyard Lane** - Fell 1 x Field Maple and 1 x Bush (Works to Trees in a Conservation Area)
- 91.3** **DC/20/2122 - 15 Chandlers Way** - Erection of a single storey front extension.
- 91.4** **DC/20/2353 - Rosebank Jarvis Lane** - Surgery to 1 x Hawthorn (Works to Trees in a Conservation Area)
- 91.5** **DC/20/1759 - 114 High Street** - Erection of a single storey rear extension and alterations to existing garden annex.
- 91.6** **DC/20/1158 - Three Tuns House, High Street** - Retrospective application for the erection of 1x non-illuminated free standing sign.
- 91.7** **DC/20/2081 - Ashenhurst House, Bostal Road** - Fell 1 x Beech
- 91.8** **DC/20/1890 - Gatewick Farm Steyning Bypass** - Retrospective application for the construction of a sand school for private use
- WITHDRAWN APPLICATION**
- 91.9** **DC/20/2205 - Spring Cottage Jarvis Lane** - Demolition of existing conservatory. Erection of a double storey side and rear extension and a single storey rear extension.
- 91.10** **REFUSED APPLICATIONS**
None at time of publishing
- P20/92** **CORRESPONDENCE/INFORMATION.**
92.1 South Downs Planning Newsletter for December 2020 and January 2021 –
<https://www.steyningpc.gov.uk/community-services/south-downs-national-park-information/>

92.2 Email from Steyning Society requesting a representative to go on their working party for compiling a Local Heritage List and assist with publicity and consultation. Tony Struthers, secretary of the Steyning Society, has been invited to attend the next planning meeting to speak to their proposal.

P20/93 **DATE OF NEXT MEETING** – Monday 22nd February 2021

Chairman closed the meeting at 8.20pm

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 THURSDAY 11TH FEBRUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Trundle, Young, S. Sullivan, Northam, Norcross and Rudkin

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P20/94** **APOLOGIES**
94.1 There were no apologies received from Cllrs
 Cllrs Saunders was absent
- P20/95** **DECLARATIONS OF INTEREST –**
95.1 There were no declarations of interest from councillors.
- P20/96** **PLANNING APPLICATIONS**
96.1 **DC/21/0176 Penns Cottage, Horsham Road** - Surgery to 3 x Beech and 1 x Tree of Heaven.
 Fell 1 x Beech, 1 x Cherry and 1 x Locust (Works to Trees in a Conservation Area).
 Cllr Trundle **proposed, seconded** by Cllr Norcross No Objection, no requirement for a TPO
 subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**
- P20/97** **LATE PLANS**
97.1 None at time of printing
- P20/98** **DATE OF NEXT MEETING**
98.1 Monday 22nd February 2021 at 7.30pm

The Chairman closed the meeting at 7.08pm



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 22ND FEBRUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Norcross and Northam

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P20/94 APOLOGIES

94.1 There were apologies received from Cllr Sullivan, Trundle and Saunders.
Cllr Rudkin was absent.

P20/95 DECLARATIONS OF INTEREST –

95.1 There were no declarations of interest from Cllrs.

P20/96 MINUTES – to agree and sign the minutes of the Monday 25th January and Thursday 11th February 2021

96.1 Cllr Young **proposed, seconded** by Cllr Northam that the minutes of Monday 25th January and of Thursday 11th February 2021 be accepted as a true and fair record of the meeting.
Agreed.

P20/97 MATTERS ARISING AND ACTIONS.

97.1 None for this meeting.

P20/98 Request from the Steypning Society - to Discuss and agree a request from Steypning Society regarding assistance with a Local -Heritage List

98.1 Mr Tony Struthers of the Steypning Society informed that there is no local heritage list for Steypning. A local heritage list is for buildings that are important in the historic local context but are not nationally important enough to be included on a statutory list. Communities are being encouraged by Government and Historic England to compile a list. The Conservation Area Management Plan and Neighbourhood Plan identified the need for this in Steypning.
The Steypning Society are proposing to set up a working party, in consultation with HDC's Conservation Officer, and are hoping to put together a list and would like to invite the Parish Council to nominate a councillor to get involved with the project to sit on the assessment panel once it reaches the assessment stage. The Steypning Society are working with the Steypning Museum and are hoping that the assessment panel can be made up of 1 representative from the Museum, the Parish Council and the Steypning Society. Members

of the Steyning Society are at present working on a draft list of buildings and structures, once this is complete, in about 2 to 3 months' time, the assessment team would be required before the list is presented to the District Council for agreement and adoption. Cllr Northam asked what the significance and impact the list would have on land and Property owners in Steyning. Tony responded that it can be used when looking at in to Planning applications.

Tony was thanked for his presentation and for the request for the Parish council to be involved in their project.

Cllr Young asked that this request be put on the agenda for the April Parish Council meeting in the hope of being able to appoint a representative to sit on the assessment panel.

D.Clerk

**P20/99
99.1**

PLANNING APPLICATIONS

DC/21/0128 - Spring Cottage Jarvis Lane - Demolition of existing conservatory and garage. Erection of a double storey side extension and single storey rear extension.
Cllr Northam **proposed, seconded** by Cllr Norcross **No Objection. Agreed**

99.2

DC/21/0212 & 0213 – Penns Cottage, Horsham Road – Removal of existing outbuildings and erection of a replacement detached garage, open car port & attached shed/store (Householder application and Listed Building Consent)
Cllr Young **proposed, seconded** by Cllr Norcross **No Objection. Agreed**

99.3

Amended Plan – DC/20/2025 31 Roman Road – Construction of a roof with front and rear dormers. Erection of a single storey side extension.
Cllr Northam **proposed, seconded** by Cllr Norcross that the original decision of **No Objection** is still valid. **Agreed**

**P20/100
100.1**

LATE PLANS

DC/21/0381 -75 High Street – Surgery to 1 x Silver Birch (Works to Trees in a Conservation Area)
Cllr Young **proposed, seconded** by Cllr Norcross **that a TPO is not required and there is No Objection to the surgery subject to HDC's Arboricultural Officer's advice. Agreed.**

100.2

DC/20353 – 95 High Street = Fell 1 x Cypress (Works to Trees in a Conservation Area)
Cllr Young **proposed, seconded** by Cllr Northam **that a TPO is not required and there is No Objection to the Felling subject to HDC's Arboricultural Officers advice. Agreed.**

**P20/101
101.1**

ENFORCEMENT NOTIFICATIONS

An enforcement notice has been issued to 14 Coxham Lane with regards to breach of planning control for erection of a garden shed forward of a wall forming the principle elevation of the dwelling house

P20/102

**PLANNING DECISIONS FROM HDC and SDNP
Applications Permitted**

102.1

DC/20/2323 - 37 Penfold Way - Erection of a single storey rear extension. Erection of a double storey side extension. Installation of an entrance porch and pitched roof to front elevation.

- 102.2** **DC/20/2430 - Sir Georges Place** - Surgery to 1 x Willow (Adj to no.s 22 - 28)
- 102.3** **DC/20/2550 - 4 Gatewayke Terrace, Tanyard Lane** - Surgery to 1 x Yew, 1 x Bay and 1 x Sycamore (Works to Trees in a Conservation Area).
- 102.4** **DC/20/2428 - The Willows 23 Penlands Rise** - Erection of a single storey side extension and installation of a rear dormer
- 102.5** **DC/20/2048 -6 Tanyard Lane Cottages Tanyard Lane** - Erection of a double storey side extension.
- 102.6** **DC/20/2131 - Alders Horsham Road** - Change of use of a redundant agricultural building to a dance studio (Class Sui Generis)

REFUSED

- 102.7** **DC/20/1045 - 5 Penfold Way** - Demolition of existing detached garage, construction of a new attached garage. Conversion of loft into a habitable living space.

P20/103 CORRESPONDENCE/INFORMATION.

- 103.1** Town and Country Planning Act 1990 Appeal under section 78 – Appeal against refusal of application **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

- P20/104 DATE OF NEXT MEETING – Monday 22nd March 2021**

Chairman closed the meeting at 8.03pm

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 8TH MARCH 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Trundle, Young and Northam,

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P20/105** **APOLOGIES**
105.1 There were apologies received from Cllrs Norcross, Rudkin and S Sullivan
- P20/106** **DECLARATIONS OF INTEREST –**
106.1 There were no declarations of interest from councillors.
- P20/107** **PLANNING APPLICATIONS**
107.1 DC/20/0198 – The Green House, Wappingthorne Farm Lane – Application to confirm the continuous use as temporary residential/holiday accommodation for a period in excess of ten years (Certificate of Lawful Development – Existing)
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 107.2** DC/21/0447 - 10 Gatewaycke Terrace Tanyard Lane - Surgery to 1 x Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Young No Objection and nor TPO recommended subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**
- P20/108** **DATE OF NEXT MEETING**
108.1 Monday 22nd March 2021 at 7.30pm
- The Chairman closed the meeting at 7.11pm



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 22ND MARCH 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Trundle, Young and Northam

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P20/109
109.1

APOLOGIES

There were apologies received from Cllrs S Sullivan and Norcross
Cllr Rudkin was absent.

P20/110
110.1

DECLARATIONS OF INTEREST –

There was a declaration of personal interest from Cllr Young in item 113.4 as she lives near the property.

113.4
Brought
Forward

The Chairman brought forward item 113.4 forward at this point of the meeting

DC/21/0230 -Ivy Cottage, Mouse Lane – Demolition of existing single story side extension and erection of a replacement single storey side extension.

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

P20/111

MINUTES – to agree and sign the minutes of the Monday 22nd February and Monday 8th March 2021

111.1

Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of Monday 22nd February and of Monday 8th March 2021 be accepted as a true and fair record of the meeting. **Agreed.**

P20/112
112.1

MATTERS ARISING AND ACTIONS.

None for this meeting.

P20/113
113.1

PLANNING APPLICATIONS

DC/21/0361 – Bidlington Cottage, High Street – Erection of single-storey side extension with extended roof, erection of single-storey rear/side extension and rear dormer. Replacement of windows and doors and erection of detached outbuilding to rear.

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

- 113.2 DC/21/0088 – 1 Gatewycke Terrace – Tanyard Lane** – Erection of a single storey side and rear extension with pitched roof.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 113.3 DC/21/0052 – 9 Farnefold Road** – Erection of a single storey rear infill extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 113.4 DC/21/0230 -Ivy Cottage, Mouse Lane** – Demolition of existing single story side extension and erection of a replacement single storey side extension.
Discussed earlier in the meeting .
- 113.5 DC/21/0493 – 12 Shooting Field** – Demolition of existing conservatory and single storey side and rear extensions and erection of a single storey rear extension. Erection of an open entrance porch to front elevation and partial installation of fibre cement cladding to their first floor elevations.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 113.6 DC/21/0370 – 41 Hills Road** – Erection of a ground and first floor rear extension and front porch
Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection . Agreed**
- P20/114 LATE PLANS**
- 114.1 DC/21/0509 -4 Southdown Terrace** – Fell 1 x Mixed Species Group (Works to Trees in a Conservation Area)
Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection and no requirement for a TPO subject to the advice of Horsham District Council’s Arboricultural Officer. Agreed**
- 114.2 DC/21/0629 – Silvermead, Cripps Lane** – Surgery to 1 x Japanese Maple and 1 x Honey Locust. Fell 1 X Honey Locust (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection and no requirement for a TPO subject to the advice of Horsham District Council’s Arboricultural Officer. Agreed**
- P20/115 ENFORCEMENT NOTIFICATIONS**
- 115.1 EN/21/0102 - Clivedale Castle Lane** - Alleged: unauthorised commercial use of residential garages Officer dealing - Rob Leet
- P20/116 PLANNING DECISIONS FROM HDC and SDNP**
- Applications Permitted**
- 116.1 DC/20/2588 - 2 Mill Road** - Erection of a single storey rear extension.
- 116.2 DC/20/2511 -Kingswood Newham Lane** - Erection of a front porch, single storey rear extension, single storey side extension and enclosure to front and side boundaries.
- 116.3 DC/20/2541 - 88 High Street-** Replacement shopfront. Application Number:
- 116.4 DC/21/0176 - Penns Cottage Horsham Road** - Surgery to 3 x Beech and 1 x Tree of Heaven. Fell 1 x Beech, 1 x Cherry and 1 x Locust (Works to Trees in a Conservation Area).
- 116.5 DC/21/0218 - 38 Kings Barn Lane** - Alterations to the low voltage (LV) overhead lines, including the installation of a new service pole on the edge of the property known as 38 Kings Barn Lane, and the realignment of associated overhead lines and underground cable.
- 116.6 DC/20/2025 - 31 Roman Road** - Construction of a new roof with front and rear dormers. Erection of a single storey side extension.
- 116.7 DC/20/2498 - 38 Penlands Rise** - Loft conversion into habitable living space with installation of dormer window to front elevation.

- 116.8** **DC/21/0001 - 21 Coxham Lane** - Demolition of existing bungalow and construction of a detached double storey dwelling.
- 116.9** **DC/21/0006 - Footings Gatewick Farm**, Steyning Bypass - Retrospective application for the construction of a detached outbuilding and use as a self-contained Annexe.
- 116.10** **DC/21/0076 - Kings Barn House Kings Barn Lane**- Surgery to 1 x Cherry and 1 x Silver Birch.
- 116.11** **DC/20/1798 - The Old Brewery Cottage Jarvis Lane** - Retrospective change of use from a Class E (shop and retail outlets) to Class C3 (dwellinghouses) and external alterations.
- 116.12** **DC/20/1889 - Gatewick Farm Steyning Bypass** - Retrospective application for the change of use of the land to mixed use, comprising of caravan storage, storage within containers placed on the land. Provision of No.4 caravan/camping pitches, together with associated hard standing.
- 116.13** **DC/20/2492 - 32 Coombe Road** - Demolition of attached single storey outbuilding and erection of double storey rear extension.
- P20/117** **CORRESPONDENCE/INFORMATION.**
- 117.1** South Downs Newsletter
- 117.2** Information from Ministry of Housing Communities and Local Government
- P20/118** **DATE OF NEXT MEETING** – Monday 26th April 2021

The Chairman closed the meeting at 8.32pm

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 26TH APRIL 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Trundle, Young, Sullivan and Northam

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

- P20/105** **APOLOGIES**
105.1 There were apologies received from Cllr Norcross.
Cllr Rudkin was absent.
- P20/106** **DECLARATIONS OF INTEREST –**
106.1 There were declarations of personal interest from councillor Sullivan on items DC/21/0392
Downlands Mill Road, DC/21/0424 Land adjacent to 31 Penfold Way,
DC/21/0377 20 Newham Lane and DC/21/0694 – 30 Penfold Way.
- P20/107** **MINUTES** – to agree and sign the minutes of the last meeting on Monday 22nd March 2021.
107.1 Cllr Trundle **proposed, seconded** by `Northam that the minutes of 22nd March 2021 be
accepted as a true and fair record of the meeting. **Agreed** 3 for (LT,CY,SN) and 1 Abstention (SS).
- P20/108** **MATTERS ARISING AND ACTIONS –**
108.1 None
- P20/109** **PLANNING APPLICATIONS**
109.1 **SDNP/21/00428/LIS – Charlton Court Farm, Mouse Lane** - Alterations to existing dwelling
and outbuilding, alterations to a swimming pool including provision of an ancillary
structure, formation of tennis court, construction of a replacement machinery store/stables
with associated landscaping works. LBC
Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- 109.2** **DC/21/0516 – 95 High Street** – Installation of 2 replacement windows, erection of a rear
porch and internal alteration LBC
Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection. Agreed**

- 109.3** Cllr Sullivan declared an interest in this application and took no part in the discussion or vote.
DC/21/0424 – Land adjacent to 31 Penfold Way – Erection of 1 dwelling
 Cllr Trundle **proposed, seconded** by Cllr Northam **OBJECTION** Cllrs are concerned that the **proposed application is over development of the land. Agreed** 2 for (LT,SN) and 1 Abstention (CY).
- 109.4** Cllr Sullivan declared an interest in this application and took no part in the discussion or vote
DC/21/0392 – Downlands, Mill Road – Erection of a detached outbuilding providing habitable accommodation.
 Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 109.5** **DC/21/0422-Bradbourne House Wykeham Close** – Erection of a two-storey extension to north - east elevation and erection of a detached double car port.
 Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection. Agreed**
- 109.6** **DC/21/0818 – 56 High Street** – Surgery to 1 x Yew (Works to Trees in a Conservation Area)
 Cllr Young **proposed, seconded** by Cllr Trundle **No Objection** subject to the advice of Horsham District Council's Arboricultural Officer . **Agreed.**
- 109.7** **DC/21/0586 – 10 Church Street** – Variation of condition 1 of listed building consent DC/19/0857 (Variation of condition 1 on previously approved application DC/17/2479). (Proposed alterations and renovations to existing building, including relocation of the kitchen, construction of a modest rear extension, re -cladding of first floor to rear and re-roofing of rear mono-pitch roof and repair of existing rear facing dormer – Listed Building Consent). Alterations sought to internal layout, ceiling levels, external materials and approved fenestration) Amendments to fenestration and internal alterations to internal walls and ceilings.
 Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection. Agreed**
- P20/110** **LATE PLANS**
- 110.1** **DC/21/0399 & 0400 – Wappingthorn Manor, Horsham Road** – Erection of four-bay garage and store with studio above and erection of garden room and tennis pavilion with associated works (LBC) and (Full Planning)
 Cllr Sullivan **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 110.2** Cllr Sullivan declared an interest in this application and took no part in the discussion or vote
DC/21/0377 – 20 Newham Lane – Erection of replacement single storey rear extension and front porch.
 Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- 110.3** Cllr Sullivan declared an interest in this application and took no part in the discussion or vote
DC/21/0694 – 30 Penfold Way – Erection of a two storey side extension
 Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 110.4** **DC/21/0679 - Star Inn 130 High Street** - Retrospective application for the erection of a canopy and installation of decking to the side elevation. (Listed Building Consent)
 Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- P20/111** **ENFORCEMENT NOTIFICATIONS**
- 111.1** **EN/21/0126 25/03/2021 89 High Street** - Alleged: construction of garden building without permission

- 111.2** **EN/21/0186 21/04/2021 14 Breach Close** - Alleged: extension of residential curtilage to provide additional parking space, and dumping of waste from kitchen renovation
- P20/112** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 112.1** **DC/20/2294 - Fantasy Cottage Elm, Grove Lane** - Change of use from a holiday cottage to a residential dwelling (Class C3) (Full Application).
- 112.2** **DC/21/0128 - Spring Cottage Jarvis Lane** - Demolition of existing conservatory and garage. Erection of a double storey side extension and single storey rear extension.
- 112.3** **DC/21/0212 - Penns Cottage Horsham Road** - Removal of existing outbuildings and erection of a replacement detached garage, open car port & attached shed/store (Householder Application).
- 112.4** **DC/21/0353 - 95 High Street** - Fell 1 x Cypress (Works to Trees in a Conservation Area).
- 112.5** **DC/21/0381 - 75 High Street** - Surgery to 1 x Silver Birch (Works to Trees in a Conservation Area).
- 112.6** **DC/21/0447 - 10 Gatewaycke Terrace Tanyard Lane** - Surgery to 1 x Ash (Works to Trees in a Conservation Area).
- 112.7** **DC/21/0361- Bidlington Cottage High Street** - Erection of single-storey side extension with extended roof, erection of single-storey rear / side extension, and rear dormer. Replacement of windows and doors and erection of detached outbuilding to rear.
- 112.8** **DC/21/0052 - 9 Farnefold Road** --: Erection of a single storey rear infill extension. Decision:
- 112.9** **DC/21/0230 - Ivy Cottage Mouse Lane** - Demolition of existing single storey side extension and erection of a replacement single storey side extension.
- 112.10** **DC/21/0493 - 12 Shooting Field** -Demolition of existing conservatory and single storey side and rear extensions and erection of a single storey rear extension. Erection of an open entrance porch to front elevation.

REFUSED

- 112.11** **SDNP/21/00066/FUL - Maudlin Mill Farm, Bostal Road** - Conversion of existing bunker to residential use

WITHDRAWN

- 112.12** **DC/21/0213- Penns Cottage Horsham Road** - Removal of existing outbuildings and erection of a replacement detached garage, open car port & attached shed/store (Listed Building Consent).

P20/113 **CORRESPONDENCE/INFORMATION.**

- 113.1** An Appeal notification has been received. The appeal is against an enforcement notice issued for erection of a garden shed forward of a wall forming the principal elevation of the dwelling house at 14 Coxham Lane.
- 113.2** South Downs Newsletter March 2021.

P20/114 **DATE OF NEXT MEETING**

- 114.1** Monday 24th May 2021 at 7.30pm

The Chairman closed the meeting at 8.39pm

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 5th January 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: Nine {including Cllr Young and 3 representatives of the 20mph working party}

Meeting started at: 7.32 pm

MINUTES

ACTION

C/20/64 APOLOGIES FOR ABSENCE

64.1 None for this meeting.

C/20/65 DECLARATIONS OF INTEREST AND DISPENSATIONS

65.1 None

C/20/66 QUESTIONS FROM THE FLOOR *(Questions, answers and statements are summarised)*

66.1.1 Q – Mr Tony White – Had emailed the following question

In April, Steyning Parish Council made the following statement regarding Covid "Stay safe, stay alert, and together we can beat the scourge of coronavirus." So, when are you going to proactively engage in arranging measures that do that?

At the meeting Mr White voiced his disappointment for the lack of actions being carried out by Steyning Parish Council and especially not having placed bollards or barriers to widen the pavements in the High Street to ensure that 2 metre safe distancing could be maintained when requiring to pass other residents, especially on narrow pavement areas, and also to stop cars parking on the yellow lined areas in the High Street. He requested that something be done to ensure that this happens.

66.1.2 A – Cllr Norcross responded that the Parish Council has no power to stop the parking or to be able to put barriers in place to widen the pavements. She stated that the parish council had been able to keep the playgrounds and public toilets open by carrying out an enhanced cleaning regime and signage to inform residents of the government guidelines. Allotments have also been able to remain open due to signage and service from the Parish Council. She noted more instances of working with other organisations in order to help serve the community over this difficult period. The Parish Council have done their best within the powers and responsibilities that it has.

66.1.3 Mr White responded that he feels more can be done without asking permission of Horsham District Council as the worst they can do is take the council to court.

66.1.4 Cllr Hanson Thanked Mr White for his comments and said his concerns would be further considered, and the council would continue discussions with partner organisations and with HDC to look for resolutions.

C/20/67	MINUTES OF PREVIOUS MEETINGS	
67.1	To agree the minutes held on the 24 th November 2020 as a true and fair record. Cllr Campbell proposed, seconded by Cllr S Sullivan that considering Item 60.3. <i>“Clerk asked once again for priority project items to be emailed to him”</i> . That ‘once again’ is removed as he doesn’t recall a request for the information previously. Agreed 7 for (SA,TL,JN,SS,GS,PC,RG) and 1 abstention (DH).	CLERK
67.2	Cllr Campbell proposed, seconded by Cllr G Sullivan under Item 61.2.2. the phrase <i>“Cllr Goldsmith asked for the residents’ back gate access to the Car Park to be investigated and the clerk to write a letter to the residents if needs be”</i> does not accurately record the type of letter that was requested should be sent. Following a lengthy discussion Cllr Hanson proposed, seconded by Cllr Alexander that the agreement of these minutes be deferred until the next meeting to allow for further investigation to what was agreed as regards to the letter to be written. Agreed 4 for (DH,TL,SA,JN), 4 against (SS,GS,RG,PC). The Chairman used her casting in favour of deferring the minutes, therefore the proposal to defer was carried. <i>The Chairman informed that the next item would be brought forward.</i>	CLERK
C/20/68	COMMUNITY PROJECTS (Brought Forward)	
68.1	Dean Haysom, Chairman of the 20 miles per hour working party reported that the group consists of representatives of the Parish Council, WSCC, HDC and 3 community groups, The Business Chamber, Steyning and District Partnership and the Greening Group. He informed that the working party had discussed several possible options for moving forward with a 20mph speed limit for Steyning, and with the advice from Steve Douglas, Highways officer from WSCC, have opted to progress a Community Highway Scheme. This will require a questionnaire going out to residents to get support for the project. The estimated cost for the project will be approximately £12,000 to £15,000. S106 money could be used to help fund this the project. Cllr Campbell asked if there is an intention to bring in road sharing? Dean responded that it may be possible to consider road sharing at a later stage of the project. The notes for the working party will be uploaded to the parish council website. Cllr Goldsmith asked if the Steyning Bypass would be included in the speed limit plan. Dean responded that WSCC had informed that to include the bypass would take a long time and slow progress in other areas, therefore this has been put on the back burner at present. Dean was thanked for his update.	CLERK
68.2	To agree representatives from Bramber Parish Council Cllr Hanson proposed, seconded by Cllr Lloyd that 2 representatives from Bramber Parish be appointed to the working party. Agreed 5 for (DH,TL,JN,SA,RG) 3 Abstentions (SS,GS,PC)	CLERK
C/20/69	PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS	
69.1	Clerk to pursue resolution to South Ash fence issue and effectively correspond with owner - The Clerk updated that contact with the new owner of the property has been made and they have promised to email him to discuss the way forward. – This will be reported to committee when there is significant progress	CLERK
69.2	Answer to residents’ question from 29 th September to go on web site – Actioned	
69.3	Amendment to 27 th October minutes to be completed – Actioned	
69.4	Lanyards to be produced subject to Logo agreement - now with Full Council	
69.5	D. Clerk to produce Trade Waste alternative contractors’ costings – On Agenda / Ongoing	CLERK

69.6	Fletchers Croft WP – negotiations continuing with HDC – On Agenda/Ongoing	CLERK
69.7	DMMO application at the rifle range – Completed forms from residents are still being received. A report will be brought back at a future meeting. Cllrs questions will be dealt with during that future report.	
69.8	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement Cllr Hanson has made contact with the school senior management team and as and when there is significant progress, a report will be brought to a future meeting	CLERK
69.9	Steyning Centre Lean-to project details to be brought back to committee - Ongoing	CLERK
69.10	The Clerk and Cllr Alexander to pursue quotes for Allotment upgraded supply – The Clerk updated. Quotes had been received from various engineers and these will be taken to the next working party meeting convening on the 14 th January as they pursue recommendation to bring back to this committee at a future meeting,	Cllr Alexander & working party
69.11	Clerk and Cllr Saunders to make small amendments to resident’s consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters – The Clerk corrected that this action is still on going. There has been a hold up and it is hoped that a report can be given at next meeting.	CLERK
69.12	Memorial / Celebration tree policy to be reviewed – This item will require some time as it is a new policy and therefore merits thorough discussion at a future meeting.	CLERK
69.13	Roger Brown’s report to go on web site – Actioned	
69.14	Clerk to search for Abbey road archive report – Some references to a report have been found in Minutes from the mid 1990’s but the actual Abbey Road report Roger had referred to has not been found yet	
69.15	Clerk and chairs to liaise re possible mass vaccination site at Steyning Centre - The Clerk updated that information had been received to inform that second phase mass vaccination centre arrangements have as yet not been determined; further information is awaited. Storrington Health Centre are at present the hub for the Chanctonbury Area which includes Steyning and they will be starting vaccinations for Steyning over 80’s as soon as possible.	CLERK
69.16	Clerk to resend tree reports to councillors – The Tree reports have been sent out to all councillors .	
69.17	Councillors to send project priorities to Clerk – Ongoing	
69.18	Clerk to ensure playground PPM scheme initiated - Actioned The contractor has been informed of the committee’s decision.	
69.19	MPF bin relocation works commenced - Actioned	
69.20	Residents rear gated access to MPF investigated - Ongoing - it was suggested that a letter be written to the resident. If permission has not been granted for vehicular access, then to request that the access is no longer used.	CLERK
69.21	Winter programme amended and sent to WSCC - Actioned	

C/20/70 FINANCE

- 70.1** To agree Income & Expenditure reports for November 2020. Cllr Hanson **proposed, seconded** by Cllr Alexander to accept the November 2020 reports as a true record of the financial report. **Agreed**
- 70.2** To discuss and agree the priorities in regards proposed project funding for the year 2021/22 and the councillor's involvement in the projects for next year. Cllr Lloyd suggested that this be discussed at the budget discussion.

C/20/71 PREMISES MATTERS

- 71.1** To receive the Steyning Centre report and to discuss and agree any actions necessary. The report was taken as read. Cllr Goldsmith asked if any groups are able to still use the centre, and the Deputy Clerk responded that the only groups allowed to continue under the current guidelines are the pre-school and blood donors. It was noted; discussions on saving of salaries and furlough options will be discussed at a Personnel Meeting soon. Cllr Campbell queried how many hours caretakers are working at the allotments. The Clerk advised that work done is approximately 3 hours per week at the allotments and has improved the conditions of the sites and relations with plot holders considerably.
- 71.2** To discuss and agree the Steyning Centre proposed Room Hire fees for the year 22/23 as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Hanson to defer the discussion of the proposed room hire fees to a later date dependant on the effects of the Coronavirus Pandemic, and to, when asked for prices by customers, advise them of a possible price increase in the region of around 2 to 3%. **Agreed** **CLERK**
- 71.3** Items brought forward by the Cricket club – There have been some items requested by the Cricket Club that they wished to discuss with the Parish Council. The Chairman and Vice Chairman to arrange a meeting with the Cricket Club to discuss and report back at a future meeting. **Cllr Hanson / Cllr Alexander**

The Chairman informed that she was bringing forward the next item

C/20/72 ALLOTMENTS

- 72.1** To discuss and agree an allotment holder's request to place hens on their plot. It was noted that there is agreement for this within the allotment tenancy agreement and Plot holder to be informed that a small number of hens allowed and an indication of what the construction of the coop will look like is given before it is erected. **D. CLERK**

All other items on the agenda were not discussed as the meeting ran out of time

C/20/73 DATE OF NEXT MEETING – 2nd February 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 2nd February 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2021.01.05-steyning-parish-council-community-committee-meeting-official-copy>

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 2nd February 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 9 {including Cllr Young and 3 representatives of the 20mph working party}

Meeting started at: 7.32 pm

MINUTES

C/20/74	APOLOGIES FOR ABSENCE	ACTIONS
74.1	None for this meeting.	
C/20/75	DECLARATIONS OF INTEREST AND DISPENSATIONS	
75.1	None	
C/20/76	QUESTIONS FROM THE FLOOR <i>(Questions, answers and statements are summerised)</i>	
76.1.1	Q – Mrs Sally Sanderson – Can the Council confirm that there is a 3-year plan to reduce the height of the Rublees/Memorial Playing Field hedge and will it be carried out before the 28 th February cut-off date for hedge cutting to be able to be carried out .	
76.1.2	A – The Clerk confirmed that there is a 3-year plan, and that the contractor is waiting for a window of dry weather to be able to get on the Memorial playing field without causing damage to the ground.	CLERK
C/20/77	MINUTES OF PREVIOUS MEETINGS	
77.1	Cllr Hanson informed that the minutes of 24 th November 2020 which were deferred at the last meeting have been altered to say 'Cllr Goldsmith asked for residents back gate access to MPF car park to be investigated. Chairman agreed that the Clerk write a letter to the residents to further the investigation. She and the Clerk would report progress back to this committee. Cllr Lloyd proposed, seconded by Cllr Hanson that subject to the above change the minutes of the meeting held on the 24 th November 2020 be accepted as a true and fair record of the meeting. Agreed	CLERK
77.2	Cllr Hanson Proposed to accept the minutes of the meeting held on of 5 th January, Cllr Campbell referred to an email he had sent earlier that day to councillors with concerns for the wording of the proposed minutes at item 69.20. Cllrs had not had time to check this as the email had only arrived today (02.02.21). Cllr Hanson proposed, seconded by Cllr Campbell that the minutes be deferred until the next meeting to give Cllrs chance to listen to the recording. Agreed. Cllr Hanson informed that a letter had been sent to the resident. Clerk to send a copy of the letter out to all Cllrs.	CLERK

C/20/78 MATTERS ARISING AND ACTIONS

- 78.1** C/20/67.1 Clerk to amend item 60.3 in 24th November Draft Minutes – **Actioned**
- 78.2** C/20/67.2 Clerk to check item 61.1.2 on 24th November Draft Minutes, and bring these back to next meeting - **See item 77.1**
- 78.3** C/20/68.1 20 Miles per hour working party notes to be placed on the Web Site – **Actioned**
- 78.4** C/20/68.2 Two Bramber PC member representatives to be included within the 20mph working party – **Actioned**
- 78.5** C/20/69.5 D. Clerk to produce Trade Waste alternative contractors' costings – **See item 82.1**
- 78.6** C/20/7.12 Fletchers Croft WP – negotiations continuing with HDC – **See item 82.2**
- 78.7** C/20/69.10 Working party to consider Allotment water supply enhancement quotes – **See item 80.2**
- 78.8** C/20/71.2 Defer discussion on Steyning Centre room hire charges but advise where necessary that possible price increase will be in region of 2 to 3% - **Actioned / Ongoing**
- 78.9** C/20/72.1 Clerks office to communicate with Allotment holder re their request to place Hens on plot - **Actioned**

C/20/79 COMMUNITY PROJECTS

- 79.1** Ian Alexander, member of the 20pmh working party, updated the committee on the progress of the project so far. He informed that the proposed questionnaire and online survey would help to back up the scheme and should clarify the level of support from residents for the project. The consultation for the scheme will be carried out by West Sussex County Council. There was a query regarding a question in the survey re electric vehicles infrastructure, as at present there are no charging points in the area. Cllr Lloyd informed that Horsham District Council had a contract in place to carry out the installation of electric charging points in car parks but unfortunately, the contract had to be cancelled and they now have to go out to tender again for more quotes. Cllrs felt that the questionnaire was an excellent piece of work. Thanks were given to Ian, Geoff, Dean and the working party for the work that had been put into this project.
- 79.2** Quotes had been sought for the printing and delivery of the questionnaire. Prices received so far are in the region of £413.50 which can be agreed by the Clerk under delegated authority. Further quotes are awaited. Mike Croker informed that there is a general intention for Bramber Parish Council to financially support costs of printing and delivery but nothing has been officially agreed yet. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the committee agree to the {content of} the printed and online versions of the questionnaire and that the Clerk obtains quotes to bring back to the next meeting. **Agreed 7 for (DH,LT,JN,SA,PC,GS,SS) 1 Abstention (RG)**. Cllr Goldsmith felt the proper prices for a project have not been obtained, however he is not against the project. Cllr Lloyd informed that F&GP working party would discuss the proposals and a cost agreement with Bramber Parish Council.
- 79.3** To approve the Abbey Road Open Space – 'Ecological report and Management plan'. Thanks to Roger Brown were expressed by the committee for the excellent report and for his work that had gone into producing it. Cllr Campbell **proposed, seconded** by Cllr Sullivan to approve the Ecological report and Management plan. **Agreed**

CLERK

**Working
Party**

- 79.4 The Abbey Road Open Space update from Roger Brown. Cllr Campbell **proposed, seconded** by Cllr Hanson to receive the update on Abbey Road Open Space and to thank Roger for the update and his time. **Agreed**
- C/20/80 ALLOTMENTS**
- 80.1 The notes of the working party meeting held on 28th January were sent out to all members of the working party. The working party had a long discussion concerning digging a hole at the water meter site to ascertain the width of the pipes going in and coming out of said meter. Cllr Campbell **proposed, seconded** by Cllr G Sullivan that Mark Streeter, Contractor, is authorised up to the cost of £250.00, subject to liaison with Southern Water to dig a hole to ascertain the bore of the pipe both to and from the water meter. **Agreed.** **CLERK**
- 80.2 There was a discussion on the quotes that have been received so far for the water project for Rublees allotments. All the suggested plans were discussed. It was noted that a detailed specification will be required before further quotes can be requested. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Alexander be authorised to gain further quotes from various companies for the designs {already} submitted and to include replacement of the existing pipes and pipes from road into the meter and bring back to the committee. **Agreed.** **Cllr Alexander**
- 80.3 Cllr Hanson stated there was a need to discuss and agree the time scales for working out a new allotment agreement and when and if allotment fees are to be discussed. The Clerk informed that the new allotment agreement will need to be in place by July 2021. It was suggested a working party be organised as soon as possible for Cllrs to have initial discussions for a new agreement and to invite some allotment holders to join the working party at a later date. Cllr Hanson **proposed, seconded** by Cllr Alexander that a working party {consisting of} of Cllrs Lloyd, Hanson, Norcross, S Sullivan and Campbell meet to look at the allotment agreement details and work out a new allotment lease. **Agreed** **CLERK / W. Party**
- C/20/81 FINANCE**
- 81.1 Cllr Hanson **proposed, seconded** by Cllr Lloyd that the income and expenditure for December 2020 be accepted as a true and correct record of the financial report. **Agreed.**
- C/20/82 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE**
- 82.1 There was a discussion on trade waste options already received and the clerk explained the reasons the current provider was favoured. Cllrs showed concern that the waste removal options received go to land fill and requested to look into providers that take the waste to incinerators rather than taking the waste to land fill sites. Cllr Campbell **proposed, seconded** by Cllr Hanson that the Deputy Clerk and Cllr Alexander investigate options for more recycling and incinerator options and query if dog waste can be included in incinerator waste. **Agreed** **D. CLERK / Cllr Alexander**
- 82.2 Fletchers Croft WP – To discuss and agree to set up a working party to further discuss with HDC and secure a licence for the Fletchers Croft Play area and Fitness area. Clerk informed that there have been conversations with HDC and Cllrs Campbell and Goldsmith regarding the Licence being renewed for 30 years and other possible opportunities. The Clerk was asked to re-circulate a briefing paper written by Cllr Campbell in May 2020. Cllr Hanson **proposed, seconded** by Cllr Campbell that the Deputy Clerk be delegated to make contact with HDC to ascertain the position at present on the lease for Fletchers play area and report back to the next meeting. **Agreed.** **CLERK**

C/20/83 HIGHWAYS

83.1 A letter of complaint has been received from a resident in relation to dog fouling on the High street- There was a lengthy conversation on this, and many suggestions made, it was noted that dog fouling is at present a nationwide problem. It was agreed to ask the SPC street cleaner if he feels the situation is worse than usual and to ask the Wardens to pay more attention to this and include this in their foot patrols.

CLERK

C/20/84 PROGRESS REPORT

84.1 C/20/56.1 Clerk to pursue resolution to South Ash fence issue and effectively correspond with owner – Clerk informed that correspondence had continued with the owner and the office had presented the owners with a quote to get the fence repaired. Cllrs voiced concern for the safety of the fence, the Clerk informed that the fence is checked regularly for safety reasons. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the South Ash Play Area be closed for Health and Safety reasons until such times that the adjoining abutting fence is put into a safe condition. Cllr Campbell suggested an **amendment proposal** to Cllr Lloyds proposal to add to it 'that the parish council look into the extent of the obligations that rest on the owner of the fence and in the event that the council is unable to force the repair the council enter into negotiations under which the council may pay for some or all of the fence, Cllr Goldsmith **seconded** the proposed amendment. **Not Agreed 4 for (PC, RG, SS, GS) 4 against (DH, JN, TL, SA) Chairman's casting vote was used against the proposal.**

CLERK

The original **proposal** from Cllr Lloyd **seconded** by Cllr Campbell that the South Ash Play Area be closed for Health and Safety reasons until such time that the adjoining abutting fence is put into a safe condition, was revisited. **Agreed, 7 (TL, DH, SA, JN, SS, GS, PC) 1 abstention (RG).**

CLERK

Clerk to write to resident to inform them that the play area has been closed and request that the fence is repaired as soon as possible. Additional proposals for the fence being repaired were discussed but time ran out before any agreement was made, and no further business was discussed.

CLERK

Clerk to bring back to next meeting progress report matters not discussed

C/20/85 DATE OF NEXT MEETING – 2nd March 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 2nd March 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2021-02-02-steyning-parish-council-community-committee-meeting-offical-copy>

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 2nd March 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 11 {including Cllr Young and 5 representatives of the 20mph working party}

Meeting started at: 7.32 pm

MINUTES

C/20/86 APOLOGIES FOR ABSENCE

86.1 None for this meeting.

ACTIONS

C/20/87 DECLARATIONS OF INTEREST AND DISPENSATIONS

87.1 None

C/20/88 QUESTIONS FROM THE FLOOR (Questions, answers and statements are summarised)

88.1.1 **Q – Mrs Sally Sanderson** – Asked if the parish council could confirm that there will be skips provided in March this year and if possible, could there be a communal bonfire around the time that the skips arrive to be able to get rid of burnable rubbish.

88.1.2 **A – Cllr Campbell** responded, at Cllr Hanson's request, the working party for proposed new allotment agreements had discussions on 1st March, the consensus had been that as the council provide skips it is hoped to move towards no bonfires in the future, however this has not been properly discussed or consulted on, therefore it would be possible to go ahead with this year's bonfire subject to a risk assessment being carried out beforehand.

It was noted that Horsham District Council discourage bonfires, but they do not ban them. Cllr Hanson suggested that the bonfire go ahead this year as long as HDC don't change their mind.

Clerk suggested to put this as an agenda item for the April Meeting.

CLERK

C/20/89 MINUTES OF PREVIOUS MEETINGS

89.1 Cllr Hanson **proposed, seconded** by Cllr Alexander that the minutes of the 5th January, with the amendment to Item 4.1, which was sent to all members prior to the meeting, be agreed as a true and fair record of the meeting. **Agreed.**

CLERK

89.2 Cllr Campbell had requested, by email, some amendments to the minutes of 2nd February. Having listened to the recording, the Clerk read out the suggested amendments to Items 80.3 and 84.1. (the proposed amendments had been sent to Cllrs earlier).

Cllr Hanson **proposed, seconded** by Cllr Alexander that subject to these amendments, the minutes of 2nd February be agreed as a true and fair record of meeting. **Agreed.**

CLERK

The Chairman brought forward Agenda item 6.1 at this point of the meeting.

C/20/90 COMMUNITY PROJECTS

90.1 Update from the Steyning 20 miles per hour working party and to agree printing and distribution details for the 'Community Consultation' questionnaire and any other actions arising from the working party.

Geoff Barnard stated there was some positive feedback from the last meeting and due to the working party have made a few alterations to the questionnaire following the suggestions made. The closing date has now been extended to 30th April 2021. The working party aim to have the report and survey results written up in May and have scheduled a meeting for 11th May to discuss this. The next step will be to draft an application to WSCC for the scheme and hope to submit this in June. WSCC will need to carry out speed monitoring on some of the roads before they are able to make a decision. The cost for printing and distribution, including up to 50 houses in the outskirts of the area, should be no more than £750.00. Cllr Lloyd commented that the questionnaire and survey were very good documents and thanked Geoff, Dean, Ian and the working party for their hard work. Cllr Lloyd informed that Bramber Parish Council are happy to contribute 10% of the costs for the printing and will undertake the postal side of Bramber deliveries other than the roads that are abutting Steyning Parish boundaries subject to the delegation of the Clerk and the Chairman. Cllr Lloyd proposed a motion but before a vote was taken there followed a debate on whether the inclusion of Bramber Parish Council should or should not be within the proposed resolution.

Cllr Lloyd **proposed, seconded** by Cllr Campbell that the committee agree the recommendations for the 20mph working party to move forward with the postal and online questionnaires subject to the changes to the 'Electrical vehicle charging point' questions, which was raised this evening, up to a value of £750.00 which is to cover the cost of the questionnaire, hand delivery and postage to outlying homes within the parish. This will include homes in Bramber Parish directly abutting the Steyning Parish boundary and within the proposed 20mph scheme. The Committee agrees to delegate the Clerk to liaise with the Chairman to action the printing and delivery of the questionnaire. **Agreed**

CLERK

Chairman brought forward Agenda item 10.1 at this point of the meeting

- 90.2 To discuss and agree to deliver the completed DMMO application for the Rifle Range footpaths to WSCC.** Cllr Campbell expressed a concern that the item should possibly be discussed under confidential session. Cllr Young informed that the DMMO Application has been put together for popular walks on the Rifle Range. The paths in question are linked to the Horseshoe and the South Downs way along to Chanctonbury. It also incorporates the historic section of the Rifle Range. Gill Muncey reminded the Committee that the project was started in 2018 and this is an amendment to the first application. She informed that it will be WSCC that will make the final decision on the application and whether the use of the specified paths as Public Rights of Way will be approved. Richard Goring thanked Cllr Young and Gill Muncey for giving some time to talk through the proposed application. He said that he was saddened that the council felt the need to request a DMMO from WSCC. He explained that the work the estate has been trying to do is to build a relationship with Steyning to help residents to learn about conservation and how nature and farming can work symbiotically. He explained that having a DMMO makes the flexibility of this relationship more difficult. The cost of closing an area whilst work is carried out for Health and Safety reasons is approx. £2000. During previous conversations, and more recently at a meeting with Cllr Young and Gill Muncey, he had spoken about a giving a 10-year licence for the use of the footpaths and he reiterated this offer to the council. He informed that if the DMMO is submitted to WSCC the Wiston Estate would be opposing the application. Cllr Young confirmed there had been a meeting at Richard's request and that the Deputy Clerk also attended.

Cllr Campbell **proposed, seconded** by Cllr S Sullivan to go into a confidential session at the end of this meeting to discuss issues. **Not Agreed, 4 for (RG,PC,SS,GS), 4 against (DH,TL,SA,JN) the Chairman used her casting vote against going into confidential session.**

Following further discussions concerning the DMMO. Cllr Campbell **proposed, seconded** by Cllr Goldsmith to agree to deliver the completed DMMO application and supporting evidence for the Rifle Range footpaths to WSCC. **Agreed 5 for (PC,RG,SS,GS,TL) 3 against (DH,JN,SA)**
Cllr Young, Gill Muncy and Richard Goring were thanked for attending the meeting.

CLERK

The Chairman returned to Agenda item 5 at this point of the meeting.

C/20/91 MATTERS ARISING AND ACTIONS

- 91.1 Works to MPF/Allotment hedgerow to be completed – **Actioned**
- 91.2 Residents back gate access to MPF Car Park – The Clerk informed the committee that 2 letters have been found from the archive written by the council to previous owners of the property refusing permission for the use of the back gates as access to their property. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith to delegate the Clerk to write a more forceful letter to the residents in liaison with Cllrs Campbell and the Chairman over its content. **Agreed 7 for (PC,RG,SS,GS,TL,DH,SA), 1 against (JN).** It was suggested the letter be sent by registered post.
- 91.3 Clerk and Chair to check issue raised by Cllr Campbell and update committee – **See item 89.1**
- 91.4 Clerk to send out resident access letter to all Cllrs – **Actioned**
- 91.5 Clerk to obtain further quotes and bring back to next meeting – **See item 90.2**
- 91.6 20mph WP to discuss the proposals and cost agreement with Bramber PC – **See item 90.2**
- 91.7 Clerk to ensure contractor digs hole to ascertain pipe width at Allotment meter – **Actioned**
- 91.8 Cllr Alexander tasked with gaining further quotes in respect to enhanced Allotment water supply - Cllr Alexander updated that the schematics from Cllr Campbell have been sent to Hollinger. Cllr Campbell queried if the other prices had been obtained. Cllr Alexander explained that he was amending the schematics and would then pursue prices. Cllr Goldsmith stated that he has details of a firm that do water works and will forward it to Cllr Alexander.
- 91.9 Clerk to set up working party to discuss proposed new Allotment agreement – **See item 93.1**
- 91.10 D. Clerk and Cllr Alexander explore trade waste options to avoid using landfill sites - **See item 95.2**
- 91.11 D. Clerk to contact HDC and ascertain current position on Fletchers Croft Lease - **See item 95.1**
- 91.12 Clerk to re-distribute briefing paper from Cllr Campbell re Fletchers Croft Lease – **Actioned**
- 91.13 Clerk's office to highlight dog fouling issue with street cleaner and Wardens – **Actioned**
- 91.14 Clerk to write to resident to inform them of play area closure and to progress work ASAP. Clerk informed that play area is closed, the resident has been informed and a response is Awaited.
- 91.15 Clerk to close South Ash play area – **Actioned**
- 91.16 DMMO application at the rifle range – **See item 90.2**

CLERK /
Cllr PC & DH

Cllr Alexander
/ Goldsmith

CLERK

C/20/92 COMMUNITY PROJECTS

- 92.1 To receive an update on the Abbey Road project.** The Clerk read out Roger Browns report which was a supporting paper. Thanks were conveyed to Roger Brown for this report.

C/20/93 ALLOTMENTS

- 93.1** Update from the Allotment working party in regard to the new Allotment agreement details. The Chairman reported that a working party meeting was held on 1st March to discuss the proposed Allotment agreement. Some details are being worked on by Cllrs Lloyd and Campbell which will be reported to the next working party meeting to be held before April. It is hoped at that time to have a completed draft agreement which will be sent out to all allotment holders for their comments.
- 93.2** To receive the Allotment report and to discuss and agree any other Allotment actions. Cllr Sullivan queried the grass cutting noted within the allotment report. Clerk informed that IDVerde cut the main paths and the caretaker carries out tidy up strimming of vacant plots and keeps the paths tidy. Cllr Goldsmith queried from the last allotment report why as many as 27 warning letters had been sent. The Deputy clerk said that the letters were from a period of time from spring to summer and were standard reminder letters that are sent as a normal procedure from the office to plot holders concerning weeds or non- cultivation etc. in accordance with the allotment agreement. Following protests from Councillor Goldsmith when the Chair made an incorrect and provocative criticism of him, Cllr Alexander **proposed, seconded** by Cllr Norcross to invoke standing order 2b that Cllr Goldsmith should not be heard from any further during this meeting. **Agreed 4 for (DH,TL,JN,SA) 4 against (SS,RG,PC.SG)**, the Chairman used her casting vote in favour of the proposal.

CLERK /
Cllr Lloyd
& Campbell

C/20/94 FINANCE

- 94.1 To agree the Income & Expenditure reports for January 2021.** The Clerk informed that there was a mis-posing on item 4252 which will be corrected before the next reconciliation. Cllr Hanson **proposed, seconded** by Cllr Alexander that the income and expenditure for January 2021 be accepted as a true and correct record of the financial report. **Agreed**

C/20/95 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

- 95.1 Fletchers Croft – To secure a lease/licence for the Fletchers Croft Play area and Fitness area.** Cllr Alexander **proposed, seconded** by Cllr Norcross that a working party of Cllrs Hanson and Norcross be delegated to meet with HDC. **Agreed**
- 95.2 Trade Waste Bin emptying – To discuss alternative contractors and preferred service option.** Deputy Clerk informed that 4 companies were contacted to ascertain if they took waste to landfill or incinerators, only one company used incineration and wasn't able to quote for the emptying at the MPF due to the size of their lorries and could not carry out waste collection from the Steyning Centre in the time frame that would be required to fit in with the playgroup usage of the centre. Cllr Hanson **proposed, seconded** by Cllr Alexander to continue with the current service provided by Horsham District Council. **Agreed**

CLERK /
Cllr DH & JN

C/20/96 HIGHWAYS

- 96.1 Steyning High street uneven road surface –** Deputy Clerk informed that that WSCC Highways have been informed of the issue and suspected problem with the drains under the road. They have stated that they will monitor the section of road and carry out work if required.

D. CLERK

C/20/97 PROGRESS REPORT

- 97.1 **Lanyards to be produced subject to Logo agreement** – The Clerk informed the committee that this item was discussed at a recent Personnel meeting as to whether a policy would be required for the use of Lanyards. It was suggested that a policy is not required and that the Lanyards would be issued with guidance of usage printed on the back. **CLERK & Cllrs**
- 97.2 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement **Ongoing**- Chairman informed that the person that need to be contacted has left and there has been no replacement yet. Discussions will take place once a replacement is in post. **CLERK / Cllr DH**
- 97.3 Steyning Centre Lean-to project details to be brought back to committee – **Ongoing** **CLERK**
- 97.4 Clerk and Cllr Saunders to make small amendments to resident's consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters –**Ongoing** **CLERK**
- 97.5 Memorial / Celebration tree policy to be reviewed – **Ongoing**
- 97.6 Clerk to continue to keep councillors informed about possible Mass Vaccination Hub –**Ongoing** Clerk reported there has been no further information for the use of the Steyning Centre but program is well advanced for vaccinations and is being carried out in Henfield and Storrington. **CLERK**
- 97.7 Chairman and Vice Chairman to arrange meeting with Cricket club – **Ongoing**. **CLERK / Cllr DH & JN**

C/20/98 INFORMATION / CORRESPONDENCE ITEMS

- 98.1 The Clerk informed the Committee that a report from Roger Brown on the Steyning Community Orchard had been received for March 2021. The report is available on the parish council website. Thanks were expressed to Roger Brown for his report.
- 98.2 A letter has been received from a resident who is having discussions with HDC to place a recycling bin at the car park in Steyning High Street. A short communication has been received from HDC and the Clerk will contact them for further details and clarification on this and report back to the next meeting **CLERK**

C/20/99 DATE OF NEXT MEETING – 6th April 2021 at 7.30 pm.

The Chairman closed the meeting at 9.39pm

Signed: Date: 6th April 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2021-03-02-steyning-parish-council-community-meeting>

Chairs statement – These minutes were agreed as a true and fair record at the 6th April 2021 Meeting following amendments made at item 93.2 but under SO 12d the Chair of the 2nd March 2021 Meeting stated that she does not believe these minutes to be a true and fair record. (She said) she does not believe the amendment wording made at the 6th April 2021 Meeting regarding item 93.2 was a true and correct record of the 2nd March 2021 meeting.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF COMMUNITY COMMITTEE

HELD ON 6th APRIL 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 5 {including Cllr Young }

Meeting started at: 7.32 pm

MINUTES

		Actions
C/20/99	APOLOGIES FOR ABSENCE	
99.1	There were apologies from Cllr Alexander	
C/20/100	DECLARATIONS OF INTEREST AND DISPENSATIONS	
100.1	None	
C/20/101	QUESTIONS FROM THE FLOOR (<i>Questions, answers and statements are summarised</i>)	
101.1.1	Q/ Sally Sanderson asked if there were any updates on the water improvement and when the project might be proceeding.	
101.1.2	A/ There has not been a working party for the water improvements in the last 4 to 5 weeks and no further discussions or decisions have been made for the water improvement project. Details will be provided at a future meeting once a meeting and discussions has occurred.	
101.2.1	Q/ Trevor Cree made a statement with respect to the Steyping Centre, item 8 on the agenda, regarding the LED energy saving programme and the grant received from Rampion. His question was, why have these fundamental contributions to the 2019 SPC climate change initiative been downgraded and will SPC leadership reconsider this decision without delay.	
	A/ The Clerk reported that Phases 2 and 3 are still to be looked into and some Rampion funds are still available. Other LED lights are being replaced as the bulbs are now obsolete. These replacements are not part of the remit of the LED energy saving programme. Further discussions for the priority of budgets and projects will be discussed at F&GP Committee.	CLERK
C/20/102	MINUTES OF PREVIOUS MEETINGS	
102.1	Cllr Hanson proposed that the minutes of 2 nd March 2021 be accepted as a true and fair record of the meeting. Cllr Campbell proposed, seconded by Cllr Sullivan an amendment to the draft minutes, on page 4, item 93.2, to change the wording "following continuous disruption from Cllr Goldsmith" to "following protests from Cllr Goldsmith when the Chair made an incorrect and provocative criticism of him". Agreed. 4 for (PC, RG, SS, GS), and 3 against DH,TL,JN) Cllr Hanson proposed, seconded by Cllr Lloyd that the minutes being accepted as a true and fair record be deferred until the next meeting so that Cllrs have the chance to listen to the recording before they are agreed. Proposal not carried 3 for (DH,TL,JN) 4 against (PC,RG,SS,GS)	CLERK

- 102.2** Cllr Hanson stated that she would not propose that these minutes are accepted.
Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the minutes be agreed as amended, as a true and fair record of the meeting held on the 2nd March 2021.
Agreed 4 for (PC, RG, SS, GS) 3 against (TL, DH, JN)

C/20/103 MATTERS ARISING AND ACTIONS –

- 103.1** Clerk to place Allotment Bonfire and skip request on the next agenda - **See item 105.2**
- 103.2** Clerk to amend 5th January '21 Minutes – **Actioned**
- 103.3** Clerk to amend 2nd February '21 Minutes – **Actioned**
- 103.4** Clerk and Chairman to action the printing of the Steyning 20mph consultation Questionnaire. Clerk reported the printing and distribution has been carried out. The survey is going well with so far 873 responses, of which 574 in favour, 245 against and 54 unsure. The full report will be on the agenda for next meeting. **CLERK**
- 103.5** Clerk to deliver {post} the completed Rifle Range DMMO application to WSCC – **Actioned**
- 103.6** Chairman and Vice Chairman to arrange meeting with Cricket club - **See item 108**
(meeting ran out of time before this item) **CLERK**
- 103.7** Ongoing communication with resident regards South Ash play area – **See item 108.1**
- 103.8** Clerk to set up working party to further discuss Allotment agreement – **See item 105.1**
- 103.9** D. Clerk to chase WSCC regards uneven High St. uneven road surface - **Actioned**
- 103.10** Lanyards to be produced as and when photos supplied – **Actioned**
- 103.11** Clerk to report back on possible Mass Vaccination Hub – The Emergency team advisor at WSCC has informed the Office that there have been no further requests for a vaccination site and therefore, it is unlikely that the Steyning Centre would be required.
- 103.12** Installation of proposed recycling bin in the High St. Car Park – **See item 108**
(meeting ran out of time before this item) **CLERK**

C/20/104 COMMUNITY PROJECTS

Whether proposed commercial operators' requests are given support from SPC.

- 104.1.1** Sharna Leggott introduced herself and gave a short presentation concerning her request to be able to sell ice -creams on the Memorial Playing Field with her new ice cream tricycle venture. Cllr Hanson queried how often she would like to sell at the MPF, Sharna responded that she would like to do as many days as possible. Cllrs felt that it was a good idea and had no concerns for the number of days and stipulated that it should be done in the first instance for one season to be able to establish if there would be any issues.
Cllr Hanson **proposed, seconded** by Cllr G Sullivan that a licence be granted to Sharna for one season, up to the end of British Summer Time in October 2021, and the Clerk is delegated to expeditiously check the required paperwork is in place so that the licence can begin once the checks are complete. Steyning Parish Council reserve the right to terminate the licence at will.
Agreed **CLERK**
- 104.1.2** HDC have informed the Office that they will conduct a consultation with the Parish Council concerning the application for a burger van to operate in the High Street carpark on a daily

basis from 5pm to 10pm. Cllrs voiced concerns regarding:

- The van being in the carpark on a daily basis- would prefer only once or twice
- The competition against other eateries in the Town
- 5pm is too early – should be after 6pm when the carpark officially closes for the safety to pedestrians
- The smell
- Loss of one or more parking spaces

These concerns to be relayed to HDC when the consultation is received and report back to the next meeting.

D. CLERK

104.2 Grass Cutting update and to discuss request from Roger Brown re Abbey Road grass cutting regime Amendment, and whether to set up an advisory group for Abbey Road and to receive the Abbey Road report.

The Deputy Clerk informed that the grass cutting contract has started for the season. All areas in the contract have received the first cut. The Abbey Road meadow has been cut and the cuttings collected and the arisings have been put on the newly formed compost heap. Roger Brown has requested that the second cut of the Abbey Road meadow planned for early March be removed from the contract. Cllr Hanson **proposed, seconded** by Cllr S Sullivan that the contract be amended to state that the Abbey Road Meadow area be cut in late March/early April and late September each year. **Agreed.**

D. CLERK

Roger asked if he could organise an advisory group of experts for the meadow area to walk around the site with habitat action plans for the meadow, pond, scrub area etc. that can be reported back to the committee periodically. Cllrs agreed that Roger continue to work on the meadow and set up the advisory group as part of his leadership of the Abbey Road project and to report back any findings and requests to this committee in the usual way. Roger informed that the Conservation volunteer group was to meet on Saturday's 10th, 17th of April & 1st May following recent suspension due to covid regulations. Cllr Alexander remains representative for this group. The Ouse and Adur River Trust have confirmed 2 dates to work on site with the Conservation Volunteers on 21st May for an invertebrate study on the stream, and on 16th June for an in-stream habitat improvement day.

C/20/105 ALLOTMENTS

105.1 Update from the Allotment working party regarding the new 'Allotment Agreement'.

D. CLERK

Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Tenancy Agreement as drawn up by the working party goes out for consultation to Rublees and Canada Gardens allotment tenants with the exclusion of paragraph 3 of the tenant's obligations, paragraph 31 of the allotment regulations and subject to checking paragraph 9 of the lettings section. A separate consultation will be carried out with the allotment tenants for the use or not of water meters and how charges will be apportioned. **Agreed.**

105.2 To receive the Allotment report and to discuss whether Bonfires be allowed for the annual 'Clearing up weekend' and to agree how many skips are to be delivered to the allotments

CLERK

The Committee discussed possible dates for the clear up weekend and bonfire and agreed the 17th April, with 24th as a reserve in case of bad weather. Cllrs were asked to attend if possible. The time agreed for the day was from 11am to 2pm. The Clerk was delegated to create a risk assessment for the bonfire and to manage the bonfire on the preferred date of 17th April. Cllr Hanson **proposed, seconded** by Cllr Lloyd that a total number of 8 skips to be ordered for the 2 Allotment sites. **Agreed.**

C/20/106 STEYNING CENTRE

106.1 Steyning Centre Report – To receive the report from the Deputy Clerk.

The report was taken as read. Cllr Goldsmith queried the £24,000.00 grant received from Horsham District Council. The Deputy Clerk informed that there had been three separate successful grants received 1 x £10,000.00, 1 X £2,000.00 and 1 X £12,000.00.

106.2 Lighting works – Report on Outside lights and LED installation.

The Clerk reported that new LED lights for the external walls and the outside toilets at the Steyning Centre have been ordered as the current lights are old, discoloured and bulbs are now obsolete. The LED project phase one for the Saxon Room, Corridor, Committee Rooms, Foyer and Offices have been completed. This was from the Rampion Grant of £5,000 and there is still some of this money left for Phase 2 and 3 which is for Coombe Court, the toilets, cupboards and the balcony is still to be carried out. Cllr Campbell queried if phase 2 and 3 are being carried out from the ring-fenced Rampion Grant and is it enough to cover the cost of both phases. The Clerk responded that the existing funds will be used to cover as much as possible of the next phases and will return to the committee for anything that is not covered by the grant. The Premises Committee had agreed the scope of works for the LED Project and it remains a work in progress. Cllr S Sullivan queried the outstanding report from the Legionella inspection that was carried out in December 2020. Deputy Clerk responded that she would chase the company for the report.

CLERK

D. CLERK

C/20/107 FINANCE

107.1 Income & Expenditure reports for February 2021

Clerk reported that the end of Year Reconciliation will be completed soon. Cllr Campbell queried budget item 4342 - repairs and renewals that has spent only 37.5 % of the £12K, and could the surplus be used for the allotment water supply. The Clerk responded this will depend on Year end but if we were in deficit overall then we would not be able to Earmark any funds dependant on one underspend alone, however F&GP will discuss project priorities and earmarking any possible funds very soon.

Cllr Hanson **proposed, seconded** by Cllr Lloyd to accept the income and expenditure report as a true and fair record of the financial report. **Agreed** (DH,TL,JN,SS,GS,PC) 1 abstention (RG).

107.2 Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that an EOM of the Community Committee be called as soon as possible to carry on with the items for this meeting and all the other items that seem to be gradually 'dropping off the edge' and need to be brought back for discussion otherwise, the committee will never catch up. **Agreed 4 (PC,RG,SS,GS) for 1 against (JN) and 2 abstentions (DH,TL).** Cllr Hanson stated that an EOM will be held as soon as possible.

CLERK /
Cllr Hanson

As the meeting had only 4 minutes the Chairman brought forward Item 108.1 for discussion

C/20/108 Report from the Clerk on SPC Play areas and their ongoing maintenance, and to discuss any actions arising including a review of any possible new installations.

108.1 The Clerk informed that the solicitor had advised that the fence at South Ash play area is a jointly owned border and could be repaired jointly.

Cllr Goldsmith **proposed, seconded** by Cllr Hanson that the fence is repaired and Clerk to speak to the owners of the adjoining property to reclaim monies at a later date. **Agreed**

CLERK

There was no time to complete the other items on the agenda.

CLERK

C/20/109 DATE OF NEXT MEETING – 8th June 2021 at 7.30pm

The Chairman Closed the meeting at 10.02pm

Signed: Date: 8th June 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2021-04-06-steyning-parish-council-community-committee>

Chairs statement – *These minutes of 2nd March 2021 were agreed at this meeting as a true and fair record following amendments made at item 93.2 but under SO 12d the Chair of the 2nd March 2021 Meeting stated that she does not believe these minutes to be a true and fair record. (She said) she does not believe the amendment wording made at the this Meeting regarding item 93.2 were a true and correct record of the 2nd March meeting.*



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

Tel. 01903 812042

www.steyningpc.gov.uk

EXTRAORDINARY MEETING OF COMMUNITY COMMITTEE

(via Zoom video conferencing platform)

HELD ON 6TH MAY 2021 AT 7.30PM. Hosted by the Deputy Clerk

Present: Cllrs Hanson (Chair), S. Sullivan, G. Sullivan, Norcross, Lloyd, Campbell, and Goldsmith.

Clerk: John Fullbrook

Members of the Public: 6 {including Cllrs Young and Northam}

Meeting started at: 7.30 pm

MINUTES

C/20/110 APOLOGIES FOR ABSENCE

110.1 There were no apologies from Cllrs.

ACTION

C/20/111 DECLARATIONS OF INTEREST AND DISPENSATIONS

111.1 None

C/20/112 QUESTIONS FROM THE FLOOR *(Questions, answers and statements are summarised)*

112.1 None

C/20/113 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

113.1.1 Report on recent meeting with the Cricket Club representative and to discuss any actions arising.

The Clerk had received a quote for £450.00 to reline the parking spaces in the Memorial Playing Field Car Park. There was a discussion of ideas between Clerk, Cllrs and Paul Shippam of the Cricket Club.

Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that the Clerk be delegated forthwith to proceed with the repainting of the Memorial Playing Field Car Park to include a potential disabled space at the bin end area and to include the hatched no parking area up to the sum of £600.00. **Agreed**

CLERK

113.1.2 It was noted that the concrete in front of the changing rooms is in need of repair or replacement. The Cricket Club have obtained 3 quotes for the replacement which have been passed to the Clerk on 6th May. This item will be placed on the agenda for the next Community Committee Agenda for 8th June 2021.

CLERK

113.1.3 The electric barrier or bollards and other options for closing the car park was briefly discussed. Paul Shippam was requested to come back to the Committee next month, after consultation with the Cricket Club, with written proposals.
The Chairman thanked Paul Shippam for attending the meeting.

PAUL
SHIPPAM



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

113.2	Godstalls Lane Tree Works. Cllrs considered that the tree work should be done out of the budget allowance for 2021/22. Cllr Campbell proposed, seconded by Cllr S Sullivan that the Clerk be delegated forthwith to obtain 3 quotes and providing that the best quote does not to exceed more than £3000.00 to complete works at Godstalls Lane at the appropriate time of year. Agreed.	CLERK
113.3	Proposed Recycling Bin installation in the Steyning High Street Car Park. Cllrs discussed the proposal from the Greening Group for a recycling bin to be placed at the High Street Car Park and the possible locations for the bin. Questions asked were • Where is the bin proposed to be placed? • Is it to replace a bin that is already in place? • Should it wait until the car park is re- furnished? • What size is the proposed bin? • Who would be emptying the bin, how many times a week and at whose cost? • Concerned that the bin will cause a fly tipping issue. • Who will pay for the bin and its installation? • It would need to be agreed to be removed if an issue of fly tipping did happen. Cllr Campbell proposed, seconded Cllr Hanson by that the Clerk is delegated to convey to the Steyning Greening Group the support in principle from this committee and to liaise with them in order for them to provide a firm proposal provided the questions raised at the meeting have been answered. Agreed. <i>Cllr Goldsmith requested if the Chairman could bring forward agenda items 5. The Chairman agreed.</i>	CLERK
C/20/114 114.1	To discuss any actions needed to ensure that South Ash Play Area can be safely re-opened, with particular regard to whether SPC has the benefit of any covenant by the adjacent landowner to maintain and/ or provide the boundary fence. The Clerk informed the meeting that the South Ash fence has been repaired and has also been repainted. Cllr Campbell requested that the joint ownership of the fence be written into the Parish Council Asset Register. The Office will ensure this is done.	CLERK
114.2	To discuss whether the Committee wishes to have a monthly report from the office by reference to Wicksteed's Annual, HDC's periodic and SPC's monthly inspection reports concerning the addressing of issues raised in such reports. Clerk informed that the HDC report is expected on a monthly basis and is reported to Community committee when it is available. Monthly inspections and repairs are being carried out within the new PPM and programmed. Wicksteed do an annual inspection which is reported to the committee once it is available following the inspection. Cllr Campbell proposed, seconded by Cllr S Sullivan the Committee will have play equipment reports and updates on the agenda every month henceforth. Agreed	CLERK
114.3	To discuss the circumstance of the removal from service of the basket swing on the MPF and its ongoing suspension from service and to agree appropriate steps to achieve its return to service, or to achieve its replacement or otherwise. The Chairman informed the committee that the Clerk had sent a very detailed report on the play equipment earlier. Cllr Campbell proposed, seconded by Cllr G Sullivan that the Clerk be delegated up to a cost of £3000.00 to proceed forthwith to have the basket swing brought back into action at the earliest opportunity using Creative Play as the contractor and to include replacement of the grass mats beneath subject to the proviso that Creative Play are happy that the existing framework is up to the job . Agreed. 5 for (PC, RG, SS, GS, TL) 1 against (JN) 1 abstention (DH).	CLERK

Cllr Lloyd asked that confirmation of prices is received from Creative Play before work Commences. **CLERK**

Chairman returned to agenda item 4

C/20/115 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACES

- 115.1** Report from the Clerk on SPC Play Areas and their ongoing maintenance, and to discuss and agree any actions arising including a review of any possible new installations.
Thanks were given to the Clerk for preparing the detailed report.
Cllr Campbell requested that there be notes of items that have not been done and time scales.
Cllr Lloyd **proposed, seconded** by Cllr Hanson that an all-Community Committee member working party be created to discuss and bring forward recommendations for possible new installations for the future. **Agreed.**
The need or not for fencing around a swing on MPF near the tennis courts was raised by the Clerk. The Clerk informed that there had been much discussion recently about the urgent need for playground works to be carried out but that there is only £1,500 specifically for playground maintenance in the budget. **CLERK/
W. PARTY**

C/20/116 PROGRESS REPORT

- 116.1** C/20/91.8 Cllr Goldsmith to send contractor details to Cllr Alexander and for further prices to be obtained by Cllr Alexander – Cllr Goldsmith informed the meeting that he has passed on the contractor details to Cllr Alexander. – **Ongoing for prices**
- 116.2** C/20/58.14 Cllr Hanson / Clerk to appeal to School for reinstatement of Library Car Park arrangement. – Cllr Hanson stated that this item is ongoing as there has been no appointment yet of a new Steyning Grammar School Governor Chairperson to discuss the issue with – **Ongoing** **CLLR HANSON**
- 116.3** C/20/52 Steyning Centre Lean to project details to be brought back to committee - **Ongoing** **CLERK**
- 116.4** C/20/59.2 Clerk and Georgia Saunders to make small amendments to residents' consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters. – **Ongoing** **CLERK**
Clerk had reported that there has been consideration with other groups for a grant application for a proposed Pocket Park and a letter of intent has been sent to HDC for this and they have acknowledged receipt. The project needs to be discussed by a reconstituted working party for discussions.
Cllr Campbell requested it goes on to next agenda for discussion and approval.
Clerk to resend consultation papers to committee submission parameters. **CLERK**
- 116.5** C/20/59.3 Memorial /Celebration tree policy to be reviewed – **Ongoing**
Cllr S Sullivan declared an interest as she is a member of the Steyning Orchard Group and informed that there is a waiting list of at least 14 memorial trees at present.
Cllr Campbell **proposed , seconded** by Cllr S Sullivan that the Clerk is delegated to liaise with 3rd party groups and to report back to next meeting with a proposal. **Agreed.** **CLERK**
- 116.6** C/20/91.2 Letter to be written and sent to residents of Newham Lane regards access to MPF – **Actioned and Ongoing**
Chairman informed that two letters have been sent to the residents. No responses have been received. **CLERK**

116.7 Cllr Goldsmith requested that an EOM be called for the following Thursday to cover items that are not being discussed this evening. Chairman informed that there was already a working party arranged for that evening.

There was no time to discuss further items.

C/20/117 DATE OF NEXT MEETING – 8th June 2021 at 7.30pm

The Chairman closed the meeting at 10.00pm

Signed: Date: 8th June 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2021-05-06-steyning-parish-council-community-committee-eom-offical-copy>



The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)

HELD ON 25TH JANUARY 2021 AT 5PM

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

Clerk : John Fullbrook

Also Present Hazel Roxby

Members of the Public: None

Meeting commenced: 5.00pm

MINUTES

Pe/20/8 APOLOGIES FOR ABSENCE

8.1 Apologies were received from Cllrs Lloyd and Trundle.

Pe/20/9 DECLARATIONS OF INTEREST

9.1 None.

Pe/20/10 MINUTES OF PREVIOUS MEETING

10.1 Cllr Young **proposed, seconded** by Cllr Northam that the personnel committee draft minutes from 7th December 2020 be accepted as a true and fair record. **Agreed**

Pe/20/11 CONFIDENTIAL SESSION

11.1 Cllr Young **proposed, seconded** by Cllr Alexander 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 {the following items} may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

Pe/20/12 STAFFING MATTERS

- 12.1 To discuss the report received from James Corrigan on 17th November and agree to recommend any actions arising. The "Duty of Care" report received from James Corrigan was discussed. Cllr Young **proposed, seconded** by Cllr Norcross that the "Duty of care" report and the two previous Reports be numbered and renamed and should be sent out to all councillors. **Agreed.**
- The Clerk and Cllr Young to agree on their titles.
- It was noted that there is still a lot of email traffic going to the office.
- The personnel committee is working on an action plan based on James Corrigan's recommendations and will be brought to full council at the earliest opportunity for agreement – this will be discussed further at the meeting on the 27th January 2021.
- 12.2 To discuss recent formal complaint and agree any actions necessary. The Clerk had considered the complaints as per the complaints procedure and had already responded to Cllr Goldsmith. Cllr Goldsmith has also requested a response from the personnel committee. Cllr Northam **proposed, seconded** by Cllr Alexander that they have received the complaint in question and could find no substance to the complaint



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

and agreed with the Clerks assessment and response already given. (Further to this) The Chairman and Vice Chairman to respond to Cllr Goldsmith **Agreed.**

- 12.3** To discuss the latest situation regarding the possible furloughing of staff during lockdown period and agree to recommend any actions necessary.
The committee thoroughly discussed the options of furloughing staff and the Governments information concerning applications from the public sector. It also noted that £12,000 worth of grant aid had been applied for and successfully obtained from HDC due to loss of income with a further £9,000 due to be applied for before the end of the current lockdown period. Also, if staff were furloughed it was noted that should the Steyning Centre become a Vaccination Hub this would create cover issues in the short term as there is a minimum period for staff to be on the scheme and therefore unavailable.
Cllr Northam **proposed, seconded** by Cllr Alexander that the committee having discussed this and in view of the Governments advice on public sector employers and the fact that the hours for Caretakers have already cut by 50% and with the received grants to cover some of the loss of income for the Steyning Centre the Personnel committee are therefore, not recommending any staff to be furloughed. **Agreed.**
- 12.4** To discuss and report back to Full Council with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved with particular reference to the rates of pay of its employees and pay rises needed to achieve that.
Cllrs discussed the accreditation system and noted that there was a cost involved, however the council can put a strategy in place to achieve the increase at the next budget talks..
Cllr Northam **proposed, seconded** by Cllr Hanson that the committee recommend that the council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process over the next 2 years. **Agreed**
- 12.5** To discuss reply from a councillor to the complaint response dated 4th January 2021 and any actions necessary.

The Clerk and Deputy Clerk left the meeting at this point, the time 6.07pm

The committee considered the councillor’s comprehensive response of 15.01.2021 to their reply to his complaint of November 25th 2020.

Cllr Young **proposed, seconded** by Cllr Norcross that they draft a reply to the councillor to acknowledge his response and end any future discussion. **Agreed.**

Pe/20/13 DATE OF NEXT PERSONNEL MEETING: 27th January 2021 at 3.00pm

Meeting closed at 6.17pm

Signed Date 27th January 2021

Chairman



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West Sussex, BN44 3XL
Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)

HELD ON 27TH JANUARY 2021 AT 5PM

Present: Cllrs Young, Norcross, Hanson, Alexander and Lloyd

Clerk : John Fullbrook

Also Present Hazel Roxby

Members of the Public: None

Meeting commenced: 3.00pm

MINUTES

Pe/20/14 APOLOGIES FOR ABSENCE

14.1 Apologies were received from Cllrs Northam and Trundle.

Pe/20/15 DECLARATIONS OF INTEREST

15.1 None.

Pe/20/16 QUESTIONS FROM THE FLOOR

16.1 None

Pe/20/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Young **proposed, seconded** by Cllr Norcross that the personnel committee minutes from 25th January 2021 be accepted as a true and fair record. **Agreed**

Pe/20/18 CONFIDENTIAL SESSION

18.1 Cllr Young **proposed, seconded** by Cllr Alexander 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 {the following items} may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

Pe/20/19 STAFFING MATTERS

19.1 To discuss the final invoice from James Corrigan and agree any recommendations to F&GP
A briefing paper was sent to all committee members which detailed the invoices received and confirmed that they correlated with the 40 hours previously agreed by the Personnel committee.
It was agreed to recommend to F&GP that the third and final invoice be paid. Cllr Hanson **proposed, seconded** by Cllr Young to recommend to F&GP committee that the outstanding invoice be paid. **Agreed**

19.2 To discuss and agree the proposed Meetings schedule and make recommendation to Full Council.
Cllr Lloyd **proposed, seconded** by Cllr Alexander to recommend to full council that the following additional meetings be removed from the proposed schedule as per supporting paper: 4th May 2021; 5th October 2021; 3rd May 2022 – Community meetings, 18th October 2021 - Full Council and 10th January 2022 Planning and then the new schedule be recommended for agreement. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

19.3 Agree any actions to recommend to Full Council following James Corrigan's reports
The committee were pleased that some of the recommendations from James Corrigan's report had already been implemented. It was noted however that the Scheme of Delegation still requires some clarity.
The email policy was discussed at length. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the current email policy, agreed May 2020, is considered by the committee to be sufficient guidance for councillors, but in view of the desire by the committee to ensure the wellbeing of the officers, Para 3.1.11 is recommended to be changed to: ' Emails should only be sent during normal business hours and up to 7pm on weekdays, up to 1pm on Fridays and not to be sent during weekends and holiday periods '. **Agreed.**

Other items discussed briefly were issues concerning the use of personal emails in relation to GDPR Regulations, issues highlighted in the reports from James Corrigan and the possible retention of him on a case to case basis. Cllr Lloyd **proposed, seconded** by Cllr Norcross that these items be deferred back to the delegated working party to discuss and recommend to full council. **Agreed**

19.4 **Motion from Cllr Campbell** - The Personnel Committee is directed to urgently discuss and report back to Full Council with recommendations concerning options for reducing its staffing costs by reason of the projected revenue from the Steyning Centre being down by approximately £45,000 from £63,000 for 2020/2021 and by an unknowable amount for 2021/2022, to include the option of furloughing staff and voluntarily topping up the 80% furlough pay to take it to up to 100% of anticipated pay, the latter as recommended by the Local Government Association.
Cllr Lloyd **proposed, seconded** by Cllr Alexander that as the committee has already discussed and agreed a recommendation to full council at their meeting of 25th January 2021, there was no need to discuss the motion. **Agreed**

Pe/20/20 DATE OF NEXT FULL COUNCIL: 15th February 2021 at 7.30pm

Meeting closed at 4.31pm

Signed

Chairman



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West Sussex, BN44 3XL
Tel. 01903 812042

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MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON 24TH FEBRUARY 2021 AT 4.30PM

Present: Cllrs Young, Norcross, Hanson, Alexander and Lloyd

Clerk : John Fullbrook

Deputy Clerk : Hazel Roxby

Members of the Public: Cllr Campbell

Meeting commenced: 4.30pm

MINUTES (Non-Confidential)

Pe/20/21 APOLOGIES FOR ABSENCE

21.1 Apologies were received from Cllrs Northam and Trundle.

Pe/20/22 DECLARATIONS OF INTEREST

22.1 None.

Pe/20/23 QUESTIONS FROM THE FLOOR

23.1 Cllr Campbell asked when the agenda had had been placed on the website as he believed it had not been put up until 23rd February. Deputy Clerk responded it was posted on Monday 22nd February, however, the agenda had been posted on the public noticeboard and Clerks window on Thursday 18th February in accordance with Standing Orders.

Pe/20/24 MINUTES OF PREVIOUS MEETING

24.1 Cllr Young **proposed, seconded** by Cllr Alexander that the personnel committee minutes from 27th January 2021 be accepted as a true and fair record. **Agreed**

Cllr Young stated that items 25.1, 25.2, 25.3 and 25.4 would be brought forward into public session

Pe/20/25 STAFFING MATTERS

25.1 **To discuss and agree to recommend time allocated items on SPC Agenda's when appropriate to do so**

Cllrs discussed having time allocated agendas as a good framework for giving times to items for discussion to ensure that meetings completed in the appropriate time. **Clerk to Action**

Cllr Young **proposed, seconded** by Cllr Alexander to recommend to full council that a flexible approach to a timed agenda be printed on the agenda for future meetings. **Agreed.**

25.2 **To discuss and agree to recommend the use of hand symbols to indicate whether Cllrs want to speak within meetings.** The use of hand symbols at virtual meetings would give the Chair of the meeting an idea on how many Cllrs wish to speak on the item being discusses, this would help to ensure that discussions are kept to a reasonable time. Cllr Young **proposed, seconded** by Cllr Alexander to recommend to full council that the use of hand symbols be used at meetings to indicate the wish to speak on an agenda item. **Agreed. Action** - Cllr Alexander volunteered to produce diagrams to follow for anyone unsure of how to use the hand symbols on the zoom forum.



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

- 25.3 To discuss and agree to recommend the policy in connection with the use of SPC Lanyards for Cllrs and staff.** Following a short discussion Cllrs decided against the need for a policy for the use of lanyards. It was felt Cllrs should be expected and trusted to use them properly. **Action** - The Clerk to issue lanyards with instructions for the official use of when they should and should not be used.
- 25.4 To discuss and agree to recommend terms of reference to ensure contractors/consultants can only be contacted by Cllrs and Staff with delegated responsibility to do so.** Cllrs discussed that there is already the basis for this within Financial Regulations and that it could be reworded to strengthen the policy. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Working Practices W.P. be asked to look further into the terms of reference to ensure contractors/consultants can only be contacted by Cllrs or Staff with delegated responsibility to do so. **Agreed**

Pe/20/26 CONFIDENTIAL SESSION

- 26.1** Cllr Young **proposed, seconded** by Cllr Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under items 26.2 and 26.3 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**
- 26.2.1 To discuss and agree to recommend any other actions arising from the James Corrigan reports.** Many suggestions from James Corrigan's report have now been implemented:
- Office Support Team
 - Email policy tightened up to help reduce the number of emails received by the Officers.
 - Scheme of Delegation adopted to replace Committee "Terms of Reference"
 - Fewer meetings now scheduled – agreed at full Council
 - Fewer agenda items to help reduce meeting length - (Chair and Clerk)
 - Use of 2 minute speaking rule and speaking only once to an item to also help reduce meeting length – Chairs to continue to implement
- 26.2.2** Suggestions were discussed to further reduce the email traffic to the Clerks Office due to the continued vexatious and disrespectful nature of some of the emails being sent and a proposal was agreed to go forward to a future Full Council meeting. The details of the proposal are within the confidential minutes.
- 26.2.3** Cllr discussed briefing/supporting papers for Meetings. It was noted that these should be produced and sent by the Clerk's office. Cllr Young **proposed, seconded** by Cllr Hanson to recommend to working practices group to include wording into a policy and place in standing orders that Clerk is responsible for producing and sending out briefing papers. **Agreed**

Cllr Norcross left the meeting at 6,30pm

- 26.3 To discuss and agree to recommend any further works to be undertaken by James Corrigan and hours Paid.** Cllrs discussed the extra 19 hrs work put in by James Corrigan which were above the 40 hours previously agreed and paid for. It was noted that much of the time spent was collecting information from Councillors before the production of a Duty of Care Report. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk contact James Corrigan to attempt to reach a reasonable compromise. **Agreed**

Pe/20/27 Meeting Ended 6.48pm

DATE OF NEXT FULL COUNCIL MEETING: Monday 19th April 2021 at 7.30pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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



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West Sussex, BN44 3XL
Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON TUESDAY 23RD MARCH 2021 AT 4.30PM

Present: Cllrs Young, Norcross, Hanson, Northam and Lloyd

Clerk : John Fullbrook **Deputy Clerk :** Hazel Roxby

Members of the Public: Cllrs Campbell and Goldsmith

Meeting commenced: 4.30 pm

MINUTES (Non - Confidential)

Pe/20/28 APOLOGIES FOR ABSENCE

28.1 Apologies were received from Cllr Trundle.

Pe/20/29 DECLARATIONS OF INTEREST

29.1 None.

Pe/20/30 QUESTIONS FROM THE FLOOR

30.1 Cllr Campbell made a statement. – In summary, He asked the Committee to rethink and withdraw what in his opinion was an unlawful motion under Agenda item 7. He also stated in his opinion that it was an ultra vires procedure and based upon a completely flawed investigation and that the process itself was biased against him and Cllr Goldsmith. He went on to say that it would be unlawful for the Council to impose sanctions on he and Rodney, that it would be an unlawful fetter on their ability to carry on with their business as elected representatives, and that that the Harvey v Ledbury case law helped prove this fact, and indeed the Clerk had himself stated this previously. He also stated that a more proper procedure would be for the Clerk and Deputy Clerk to start a formal grievance procedure against them, or that the Committee consider taking out a code of conduct complaint against them instead. Finally, Paul suggested that the Committee once again consider mediation in order for long standing internal issues to be resolved.
{The Full statement can be heard on the video link from time frame 1.46 minutes to 11.46}

30.2 Cllr Goldsmith stated that he agreed with everything that Cllr Campbell had said in his statement.

Pe/20/31 MINUTES OF PREVIOUS MEETING

31.1 Cllr Young **proposed, seconded** by Cllr Lloyd that the personnel committee minutes from 24th February 2021 be accepted as a true and fair record. **Agreed**

Pe/20/32 CONFIDENTIAL SESSION

32.1 Cllr Young **proposed, seconded** by Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.
Agreed.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

Pe/20/33 CONFIDENTIAL MINUTES OF PREVIOUS MEETING

- 33.1** Cllr Young **proposed**, **seconded** by Cllr Norcross that the personnel committee Confidential minutes From 24th February 2021 be accepted as a true and fair record. **Agreed**

Pe/20/34 STAFFING MATTERS

- 34.1** Cllr. Lloyd **proposed** that the Clerk and Deputy Clerk leave the meeting as the discussions over the emails were pertinent to the two of them. **Seconded** by Cllr. Northam. **Agreed**

The Clerk and Deputy Clerk left the meeting at 17.05

- 34.2** **To discuss and agree to recommend to Full Council any actions arising from the James Corrigan reports.** Most of the actions had been discussed at the previous meeting on the 24th February and were minuted. The committee reviewed the emails provided in the bundle of supporting papers, which were a representative sample of the emails that members of the committee had been copied in to.
- 34.3** The Committee believed that it should be seen to be acting responsibly and reasonably in upholding its legal duty of care to the Clerks. Cllr Young **proposed** and Cllr Norcross **seconded** to recommend a motion to Council at the EOM on 25.03.202, that in the interests of complying with the Council's legal duty-of-care and the well-being of its staff that certain councillors' emails and correspondence to staff be directed through the Chair of the Council for the present time, and that this will be reviewed at each Personnel Committee meeting. **Agreed**
- 34.4** In addition, Cllr. Young **proposed** and Cllr. Norcross **seconded** that in view of the concerns over the tone, frequency and length of emails received the Clerk be asked to provide further evidence. **Agreed**
- 34.5** The committee wanted it made clear that this was not a motion to 'gag' certain councillors but was intended to ensure that the Clerks do not receive any further 'harassing or, inappropriate' emails, but that requests, comments etc. will be passed on to the Clerk.

There being no further business the meeting closed at 18.25

Pe/20/35 DATE OF NEXT FULL COUNCIL MEETING: Monday 19th April 2021 at 7.30pm

Signed 19th April 2021

Chairman

MEETING OF PERSONNEL COMMITTEE

HELD ON 9TH JUNE 2021 AT 11AM AT THE STEYPNING CENTRE

Present: Cllrs Young, Norcross, Hanson, I Alexander, Bell, Northam and Lloyd

Clerk : John Fullbrook **Deputy Clerk :** Hazel Roxby

Members of the Public: 2 including Cllr Goldsmith

Meeting commenced: 11am

DRAFT MINUTES (Non-Confidential)

Pe/21/01 APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence from Councillors.

Pe/21/02 DECLARATIONS OF INTEREST

2.1 Cllr Alexander declared a personal interest as has had personal issues with the Cllrs in the past.

Pe/21/03 QUESTIONS FROM THE FLOOR

3.1.1 **Q.** Cllr Goldsmith read out an email statement from himself and Cllr Campbell. – ‘We are jointly the sole subjects of the meeting We wish it to be minuted that I object to the matter being discussed in confidential session. The accusations, the evidence and the discussion should all be in the public domain so far as we are concerned. We also wish it to be minuted that we formally object to the failure to give us any opportunity to attend and defend ourselves and that I do not even know what it is I am accused of because that seems to have changed from the wording on the agenda. Our Question is ‘what is the explanation for this meeting which has now moved away from what we are actually accused of on the agenda’. “Excessive sending” - no attempt to justify. Cynically seeking to unreasonably “increase the office workload” – no attempt to justify “Micro-manage their work” – no attempt to justify. The reason, we suggest, is because there was never any evidence to support, or basis for, these allegations and the agenda is being used to bully by humiliation. The repeated accusation from this Committee and the Clerk, which Cllr Lloyd has also made in public, that we are seeking to increase the office workload is not only insulting to our integrity but is clearly without foundation because the theme of our tenure on the Council almost from day one has been frustration that so often our decisions are not implemented, or we are provided with inadequate information far too late in the day. Instead, the allegations are now about:- “Tone and content”; and Email policy not being followed in some unspecified way. We are reminded of a previous grievance procedure concerning one of the Clerks predecessors where the independent panel pointed out that a clerk is in effect the chief executive and should be able to handle reasonable challenge and questions. I do not think anything in our recent emails justifies the calling of this meeting. As for addressing emails through the Chair which you now describe as a “request”. There was never a request. As you have quoted : - the Committee recommended “to Council that all emails and correspondence from Cllrs. Campbell and Goldsmith to the Council’s staff be directed through the Chair of the Council for the present time” This is exactly what happens, as the Clerk informed us all that he has set up a rule to auto forward any email from us so that it goes to Cllr Norcross. Because of this procedure it means that we have no means of knowing when or whether the Clerk has received any of our emails unless or until they are acknowledged. This is not a way to build healthy working relationships which are central to a properly functioning council focussed on delivering services to its residents. Further we wish it to be minuted that we believe an inappropriate process is being used, as in the case of Harvey, just as it was when this process was introduced.

3.1.2 **A.** Cllr Northam stated that Cllrs Goldsmith and Campbell are not the subject of this meeting it is actually about protecting the Staff

3.1.3 **A.** Cllr Norcross addressed the issue that Cllrs Goldsmith and Campbell were stating that they were not given the opportunity of being able to attend the meeting - Cllr Goldsmith has attended and Cllr Campbell was given ample opportunity to attend but has chosen not to. Concerning the statement of not being able to defend themselves, the meeting is not a court of law or tribunal, both were aware of the issues and both are the authors of the emails and therefore there is no need to defend themselves.

3.2.1 **Q** -Trevor Cree stated that he would like to make a representation about items 6.1 and 6.2 and ask a question. ‘In my sincere opinion

the issues being discussed today in confidential sessions originate from the SPC EOM dated 20th August 2020, a serious error of judgement was made. That meeting was instigated by Councillors Lloyd and Northam and led to the removal of the Premises Committee and establishing a Personnel committee'

3.2.2 A- Cllr Norcross made a point of order that the statement was not relevant to the agenda. The Chairman allowed him to continue but requested he speak to the agenda.

3.3.3 Q -Trevor continued 'Establishing a Personnel Committee increasing work and reducing the number of SPC meetings has exacerbated the SPC problems and work of the SPC Clerk rather than reducing it. It should be noted that a Councillor should declare a prejudicial interest if a member of the public who knows the relevant facts would reasonably think your personal interest so significant that it is likely to prejudice your judgement of the public interest in this content. I will refer to a personal prejudice that a councillor may have against another that impairs their judgement rather than in the business context, namely is one councillor fit to sit in judgement of another, in relation to item 6.1 the SPC Chairman is clearly prejudice against Councillor Campbell and Goldsmith'

3.2.4 A -Cllr Young asked Trevor to stop at this point as his statement had no relevance to the meeting, as the meeting and discussion is about safeguarding the staff. Trevor Cree continued to speak over the Chairman

3.2.5 Cllr Northam proposed, seconded by Cllr Norcross that under Standing Order 2b that Trevor Cree be asked to leave the meeting. Agreed - {Trevor Cree left the meeting}

Pe/21/04 MINUTES OF PREVIOUS MEETING

4.1 Cllr Young proposed, seconded by Cllr Lloyd that the Personnel Committee non confidential minutes from 23rd March 2021 be accepted as a true and fair record. Agreed 5 for and 2 abstentions.

4.2 Cllr Young proposed, seconded by Cllr Lloyd that the Personnel Committee confidential minutes from 23rd March 2021 be accepted as a true and fair record. Agreed 5 for and 2 abstentions

Pe/21/05 CONFIDENTIAL SESSION

5.1 Cllr Norcross proposed, seconded by Cllr Lloyd to resolve under Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed. Cllr Goldsmith left the meeting.

Pe/21/06 TO DISCUSS AND AGREE ACTION TO BE TAKEN REGARDING.

6.1 The continued sending of email correspondence to the Clerk by two Councillors, despite the Full Council agreement that they direct these through the Chairman and the Continuing excessive sending of email to the Clerk by two Councillors, which are deemed to be unreasonable attempts to increase the office workload and micro-manage their work.

It was noted that Cllrs do not have an admin, managerial or supervisory role, they are not supposed to instruct the Clerk or staff nor impose their will on the Clerk or the staff. If Councillors have issues with the Clerk or Staff or believe that they are not able to carry out their work correctly it should be reported to the Personnel Committee so that the issues can be discussed and dealt with properly. The Clerk was asked to ask to send out to all councillors a reminder of the Councillors roles and Responsibilities. **CLERK**

It was felt that the continued behaviour of the two Cllrs is against the code of conduct policy and a complaint should be considered.

6.2 Cllrs discussed what other actions are available to the council and can realistically be used to ensure that the Clerk's Office do not continue to receive these emails as the Council has a duty of care to protect the Staff from this continued unacceptable behaviour.

Cllr Lloyd proposed, seconded by Cllr Norcross that the committee recommends to Full Council to seek legal advice as to how the council can protect its Staff, as a matter of urgency, from members supervising, instructing, or imposing their will on the staff. Agreed.

Committee

Pe/21/07 DATE OF NEXT FULL COUNCIL MEETING:

Monday 21st June 2021 at 7.30pm

The Chairman closed the meeting at 11.55 am

**Signed
Chairman**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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



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

Tel. 01903 812042

www.steypingpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th JANUARY 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/65 APOLOGIES FOR ABSENCE
65.1 None

F&GP/20/66 DECLARATIONS OF INTEREST AND DISPENSATIONS
66.1 None

F&GP/20/67 QUESTIONS FROM THE FLOOR
67.1 None

F&GP/20/68 MINUTES OF PREVIOUS MEETING

68.1.1 10th November Minutes approval. Cllr Campbell **proposed**, and Cllr Hanson **seconded** to agree to amend item 48.14 to include 'Clerk to check whether the F.R.A has been uploaded and to report back'. **Agreed** **CLERK**

68.1.2 Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the 10th November minutes {including the amendment at item 48.14} as a true and fair record. **Agreed**

68.2 8th December 2020 Minutes approval. Cllr Campbell **proposed, Seconded** by Cllr Goldsmith to amend item 60.5. **Not Agreed, 2 For, 5 Against.** Cllr Lloyd **proposed, seconded** by Cllr Hanson that item 60.5 be amended to say, 'that the letter was actioned but not sent'. **Agreed 5 For 3 Abstained (SN,PC,RG).** Cllr Lloyd **proposed, seconded** by Cllr Northam that the 8th December 2020 minutes be approved as a true and fair record. **Agreed** **CLERK**

F&GP/20/69 MATTERS ARISING AND ACTIONS

69.1 Clerk to bring back November 10th draft F&GP Minutes for agreement and to check issues raised - **Actioned**

69.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – The Clerk updated there was a W.P. group meeting on the 25th January to discuss this matter. **CLERK**

69.3	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint, and check whether a decision has been made for SPC to go to Solicitors for advice – Ongoing (Also discussed under item 73.1)	Cllr Lloyd / CLERK
69.4	Assets register to be updated and brought to next F&GP meeting – Ongoing	CLERK
69.5	Clerk's outstanding list of actions to be discussed at personnel committee - Ongoing	CLERK
69.6	Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – Ongoing – to be discussed on 25th January meeting.	CLERK
69.7	Playground temporary laminated signage to include hard backing and then to be assessed – Actioned / Ongoing – The Clerk to explore what HDC are putting on their Playground sites	CLERK
69.8	James Corrigan invoice clarity sought by Clerk – Clerk updated that he had received another invoice but that he needed to speak with Mr Corrigan once again to clarify further details. Cllr Campbell suggested that the Clerk had commissioned a third report from Mr Corrigan and that it be circulated. The Clerk said he had not received nor commissioned this report. However, the report would be circulated from Councillors who had received it.	CLERK Cllrs
69.9	Internal controls as specified by financial risk assessment {F.R.A} more rigorously observed – Actioned. Clerk to check on the relaxation of signatory requirements for financial items	CLERK
69.10	Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing	CLERK
69.11	FOI information to be uploaded onto Web site motion to be agreed at Full Council – Actioned	
69.12	BACS payment distribution list extended once again - Actioned	
69.13	Clerk to ask advice regards current arrangement with Steyning in Bloom – Actioned , but to be further discussed in confidential session at next F&GP Meeting	CLERK
69.14	Clerk to continue to correspond with HDC regards Mass Vaccination Centre provision, especially regards remuneration - Actioned	
69.15	Scheme to allocate tablets to councillors to be discussed at budget working party – Ongoing	CLERK
69.16	Further discussion required regards proposed projects listing- See item 70.3.3	
69.17	Staff pay rise to be actioned and backdated - Actioned	
69.18	Personnel committee to consider staff's income to that which is in line with 'living wage' – See item 73.3	
69.19	Internal and External Audit letters to be discussed at future meeting – See item 71	
F&GP/20/70	FINANCE MATTERS	
70.1	List of payments. Cllr Lloyd proposed, seconded by Cllr Northam to approve the December 2020 list of payments. Agreed	
70.2.1	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for November 2020. Agreed Clerk to ask finance package company whether monthly income and expenditure figures against each code can be shown once again – to be discussed at working practices group	CLERK

70.2.2	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for December 2020. Agreed	CLERK
70.3.1	Committee discussed the Budget supporting papers provided for the next financial year 2021/22. Two final options for either a 2.5% Precept rise, or a 0% rise were considered. Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees the budget for the year starting 1 st April 2021 to the 31 st March 2022 in accordance with the 'worst case budget' as itemised by the Clerk which is a 0% Precept increase from last year. Agreed.	
70.3.2	Cllr Lloyd proposed, seconded by Cllr Hanson to recommend this to Full Council as the SPC Budget for 2021/2022. Agreed	CLERK
70.3.3	Project details in terms of their scope and cost and priority to be discussed over the next couple of months	CLERK
F&GP/20/71	GOVERNANCE ITEMS	
71.1	To receive the external auditors signed 'External Auditor Report and Certificate 2018/2019'. Cllr Lloyd proposed, seconded by Cllr Hanson to receive the signed 2018/19 external auditors report and take note of the Box 9 section 2 of the annual governance and accountability return and increase our total fixed assets accordingly. Agreed 7 For, 1 Abstained {RG}	CLERK
71.2	To approve the interim Internal Audit letter dated October 2020. One action was raised by the internal auditor within the letter – that of a need to increase the SPC insurance fidelity cover and the Clerk reported this had already been actioned. Cllr Campbell had raised 16 additional questions. Cllr Lloyd proposed, seconded by Cllr Norcross that an all member working party convene before the February Full Council Meeting to discuss the interim internal audit letter and the queries that have been raised by members. Agreed	CLERK
71.3	Committee received the December monthly 2020/21 Cil report. Clerk to establish further details relating to 'allocations' within the small table at the end of Appendix 2	CLERK
F&GP/20/72	DATA PROTECTION AND FREEDOM OF INFORMATION	
72.1	The Clerk updated on a recent F.O.I. request dated 26 th October whereby the requester asked for information relating to the SPC allotment and open space sites. The response had been sent and uploaded onto the SPC web site. The Clerk also informed committee that there were two outstanding review requests to be completed. The Clerk was asked to supply more information regards correspondence to allotment plot holders and that this could be undertaken within the 'monthly allotment report'.	CLERK CLERK
F&GP/20/73	REQUESTED MOTIONS	
73.1	Committee discussed the 'Steyning swimming pool agreement with HDC', and whether to pursue legal advice to determine if SPC should continue to subsidise the installation as per the agreement. Cllr Campbell proposed, seconded by Cllr Goldsmith that this committee charges the Clerk with obtaining legal advice on SPC's contractual payment obligations concerning the swimming pool, taking into account all facts and matters raised in the draft letter of 16 March 2020 prepared by Councillor Campbell, but set £500 as a limit to the cost of obtaining this advice. Agreed – 4 For {TL, RG, PC, DH}, 4 Against {JN, SA, CY, SN} . Agreed on the casting vote of the Chairman	CLERK
73.2	The committee discussed the possibility of establishing an SPC financial reserves policy. The Motion discussed – 'That SPC shall establish and publish its reserves policy using the SLCC precedent as its starting point. It shall also publish for each of its F and GP meetings a statement showing what reserves it holds to include separate particulars for General, Earmarked and Ring-fenced". Cllr Lloyd proposed, seconded by Cllr Young that the SPC working practices group should in the first instance discuss whether to establish a Reserves policy. Agreed	CLERK

73.3 This committee discussed staffing pay rates. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Personnel Committee is delegated to discuss and report back to F &GP with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved by particular reference to the rates of pay of its employees and pay rises needed to achieve that”. **Agreed** **CLERK**

F&GP/20/74 **INFORMATION/CORRESPONDENCE ITEMS**
74.1 Committee discussed whether it was possible to provide a link under correspondence items on the Minutes to link to the News pages on the Web site. Therefore, the Links are provided here: **CLERK**
<https://www.steyningpc.gov.uk/news/> and <https://www.steyningpc.gov.uk/covid-19/>

F&GP/20/75 **DATE OF NEXT MEETING – 9th February 2021 @7.30pm.**

The Chair closed the meeting at 9.15 pm

Signed Date 9th February 2021

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

<https://archive.org/details/2020.01.12-steyning-parish-council-f-gp-meeting-offical-copy>



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

Tel. 01903 812042

www.steyningpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9TH FEBRUARY 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk:

Hazel Roxby

Members of the Public in attendance: 3

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/76 APOLOGIES FOR ABSENCE

76.1 Apologies were received from Cllr Trundle and Cllr Northam who would arrive late (he arrived at 8.10pm)

F&GP/20/77 DECLARATIONS OF INTEREST AND DISPENSATIONS

77.1 None

F&GP/20/78 QUESTIONS FROM THE FLOOR

78.1 Mr Russell Barnes stated that he is hoping to speak to item 81.3. Cllr Lloyd agreed to this.

F&GP/20/79 MINUTES OF PREVIOUS MEETING

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

F&GP/20/80 FINANCE MATTERS – This item was brought forward at this point

80.1 To discuss and agree a request for a grant application from the Steyning and District Partnership for £250. Russell Barnes gave an overview of the application for a grant seeking a contribution towards the first phase of an awareness campaign to promote Steyning as a tourist destination. The initial expense will be for a flyer which will highlight Steyning's best features such as shops, food and drink outlets, accommodation and visitor attractions. The flyers will be sent out to coach companies, tourist information centre and be available to local residents. Russell stated that Cllrs were welcome to attend the visitor and tourist zoom meetings. Cllr Alexander **proposed, seconded** by Cllr Goldsmith that a grant of £250 be given to the Partnership Group. **Agreed**

CLERK

F&GP/20/81 MATTERS ARISING AND ACTIONS.

81.1 F&GP/20/68.1 Clerk to amend 10th November Minutes – **Actioned**

81.2 F&GP/20/68.2 Clerk to amend 8th December Minutes – **Actioned**

81.3 F&GP/20/60.1 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Actioned**. To be discussed at Full Council **CLERK**

81.4	F&GP/20/73.1 To investigate SPC's contractual payment obligations concerning the Swimming pool – See item 82.5	
81.5	F&GP/20/60.7 Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – The Clerk updated that Working Practices WP had discussed the issue and he read out the recommendation from that meeting: <i>'Members felt the current I&E monthly accounts acceptable and informative as they clearly show the annual budget and the performance against the budget. They deemed the idea a 'nice to have' rather than a necessity and agreed to recommend they could not justify the additional cost required to offset the provision of a more accurate 'committed expenditure feature'.</i>	
81.6	F&GP/20/60.14 James Corrigan invoice clarity sought by Clerk – Actioned/ See item 82.3	
81.7	F&GP/20/69.8 James Corrigan 'Duty of Care' report circulated – Actioned	
81.8	F&GP/20/60.18 Relaxation of signatory requirements – The Clerk updated that the Internal Auditor had given the following advice: <i>'A lot of councils are stating in the minutes the documents are properly agreed and that signing will take place at a convenient time.'</i> The Chairman of each SPC committee has been asked to sign the agreed minutes as and when they are passing or collecting supporting papers from the Parish offices. This is currently working well in most cases. The monthly finance reconciliation is also up to date and other face to face checks will be carried out as soon as restrictions allow. Cllr Lloyd proposed, seconded by Cllr Alexander that the documents are properly agreed and that signing of documents will take place at a convenient time. Agreed (TL,SA,CY,DH,PC,JN) 1 abstention (RG).	CLERK/ Chairs
81.9	F&GP/20/69.13 Current arrangement with Steyning in Bloom to be discussed following advice from auditor– See item 88.1	
81.10	F&GP/20/69.1 Clerk to check if monthly cash flow totals can be displayed against each code – The Clerk updated he had discussed the option with the software provider, but there is no simple way to sort out the issue using the software. The Clerk suggested that a nominal ledger can be sent out although it is a very long document, and it was agreed the Clerk would send out the nominal ledger as a sample of this following the next bank reconciliation.	CLERK
81.11	F&GP/20/70.3 Budget recommendation taken to Full Council for approval – Actioned	
81.12	F&GP/20/71.3 S106 allocations explained – See item 82.3	
81.13	F&GP/20/72.1 Clerk informed that there were two outstanding FOI review requests– item 83.1	
81.14	F&GP/20/73.3 Personnel Committee to discuss whether SPC becomes an 'accredited living wage employer' – The Clerk updated this was discussed at Personnel committee with its recommendation going to Full Council.	
81.15	F&GP/20/74.1 Clerk asked to include links to web site information pages within minutes information items – Actioned	
F&GP/20/82	FINANCE MATTERS	
82.1	To approve list of payments for January 2021. Cllr Lloyd proposed, seconded by Cllr Alexander that the list of payments for January 2021 be approved. Agreed <i>Cllr Northam arrived. 8.10pm</i>	
82.2	Cllr Lloyd proposed, seconded by Cllr Hanson to agree the income and expenditure reports for January 2021. Agreed	

82.3	To discuss and agree payment of James Corrigan invoice following recommendation from Personnel committee. The final invoice for James Corrigan was discussed by the personnel committee and recommended to F&GP for payment in full. The Clerk gave background and explanation for the invoices received from James Corrigan and the hours that had been agreed for payment. Following a long discussion, it was agreed to pay the invoice providing that it is only for the 40 hours of work that was agreed.	CLERK
82.3	To receive the monthly 2020/21 Cil report. The Clerk gave information which was received from HDC as to the terminology of the box on the bottom of the CIL report: Potential – projects that for whatever reason have not been completed but where S106 monies have been calculated and were to be sent if the projects were to be completed. Collected – All S106 monies collected from construction projects. Spent – That amount which has been spent from that which has been collected. Available – That amount which is not yet been spent from monies collected. Allocated – Money earmarked for certain community projects but as yet unspent. Cllrs found the HDC terminology difficult to understand. The Clerk was requested to ask HDC if they are able to give more detail of the allocated funds and whether it is spent or still pending.	CLERK
82.5	To discuss and agree the advice from the solicitor concerning SPC payment obligations with regards to the Steyning swimming pool. The Clerk read out the advice from the solicitor. The Clerk asked to send the email advice from the solicitor to Cllrs. Cllr Lloyd suggested the item come back to next meeting to discuss how to move forward as far as any management committee is concerned and if any possible rebates should be sought.	CLERK
F&GP/20/83	DATA PROTECTION AND FREEDOM OF INFORMATION	
83.1	The Clerk informed that there are 3 outstanding review requests at present and that it was hoped that all of these can be responded to by the end of the month. The ICO had asked the Clerk to review and reconsider one of the responses to a request made.	CLERK/ Review FOI panel
F&GP/20/84	REQUESTED MOTIONS	
84.1.1	To discuss and agree Steyning PC's views on HDC's policy and statement on graffiti (as shown in supporting paper) and to send a request to HALC for this group to support any decisions - as this will also affect other Councils - and pass on to HDC, any comments made by SPC and the other Councils – Cllr Goldsmith	
84.1.2	Following a long discussion on the issue of graffiti and the possibility of a diminished service from HDC on removing graffiti from public and private property. Cllr Goldsmith proposed, seconded by Cllr Campbell that SPC should liaise with HALC with a view to exert such pressure as it can to ensure that the graffiti removal service is maintained and/or enhanced in the rural communities. Agreed. Cllr Lloyd stated that he is also happy to support this from within HDC as a District Councillor.	CLERK
F&GP/20/85	PROGRESS REPORT	
85.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK
85.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing . The next meeting is planned for 24 th February.	CLERK
85.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – Ongoing . Most of the signage back boards have now been painted black as per suggested to make them look a little more professional. Deputy Clerk has been contacting HDC to determine where they sourced their signs, so that some could be obtained but there has been no response. Cllr Lloyd offered to assist with this to get a response as from HDC.	D Clerk/ Cllr Lloyd
85.4	F&GP/20/69.10 - Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing – To be discussed at the 11 th March working party – Clerk to send the existing business plan out to committee members.	CLERK

85.5	F&GP/20/61.4 - Scheme to allocate tablets to councillors to be discussed at budget working party– Ongoing – To be discussed at the working party on 11 th March. – It may be possible to earmark funds to outstanding projects if there is an underspend in the budget to allow for this.	CLERK
85.6	F&GP/20/70.3 - Project details to be prioritised – Ongoing – To be discussed at the 11 th March meeting and to make recommendations to the full council.	CLERK
85.7	F&GP/20/71.1 - Total fixed assets amount to be amended due to recent installations at end of financial year – Ongoing – the Clerk informed that this process can only be carried out at the end of the financial year.	CLERK
85.8	F&GP/20/71.2 - Arrange an all F&GP member working party to discuss issues raised by Cllr Campbell re internal audit – Ongoing – To be discussed at the 11 th March working party.	CLERK
85.9	F&GP/20/73.2- SPC to investigate possibly establishing a Financial Reserves Policy – Ongoing - This item to be added to the 11 th March working party meeting if time allows.	CLERK
85.10	F&GP/20/69.3- Clerk to seek confirmation that Swimming pool responded to a resident's complaint – Ongoing - Clerk to contact Steyning Leisure Centre to enquire if they have responded to the resident's complaint.	CLERK
F&GP/20/86	INFORMATION/CORRESPONDENCE ITEMS	
86.1	Horsham District Council have sent information concerning grants that are available to businesses for losses incurred during the Covid 19 Pandemic. The Clerk informed that the Office have applied for 2 such grants amounting to £12,000 and have been notified that these have been successful. A third grant has been applied for and the result is awaited.	
F&GP/20/87	CONFIDENTIAL SESSION	
87.1	Following a short discussion, Cllrs agreed that a confidential session was not required for the following item.	
F&GP/20/88	STEYNING IN BLOOM	
88.1	To discuss and agree the arrangement with Steyning in Bloom The advice received from the internal auditor concerning the grant arrangement that has been in place since 2017 with the Steyning in Bloom group, and subsequently agreed by the Council each year since 2017, was sent out to all committee members, and discussed. Several other options were also discussed. Cllr Lloyd proposed, seconded by Cllr Alexander that the council resolve that a donation will not be accepted from Steyning In Bloom next year, but the council will offer at their choice a grant of £1500 or flowers to the same amount. Cllr Lloyd amended the proposal, to give a grant of £2,000.00 to Steyning In Bloom as a one-off payment for this year, which will be discussed again for next year, and that the donation from Steyning in Bloom, which has been received in previous years, will not be accepted. This was seconded by Cllr Campbell. Agreed	CLERK
F&GP/20/89	DATE OF NEXT MEETING – 13th April 2021 @7.30pm.	
	The Chair closed the meeting at 9.42pm	

Signed Date 13th April 2021

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

<https://archive.org/details/2021-02-09-steyning-parish-council-f-gp-committee-offical-copy>



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

Tel. 01903 812042

www.steyningpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 22nd APRIL 2021 AT 7.30PM Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam and Goldsmith.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 2

Meeting commenced: 7:31 pm

MINUTES

ACTIONS

F&GP/20/90 **Point of order** - brought forward from Cllr Northam regards whether meeting properly called.
90.1 The Clerk stated that the Agenda had been advertised on notice boards and the Summons had gone out to Councillors within the statutory time. The meeting had therefore been Lawfully convened.

F&GP/20/91 **APOLOGIES FOR ABSENCE**
91.1 Apologies received from Cllr Alexander.

F&GP/20/92 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
92.1 Cllr Norcross declared an interest in item 96.17 – Steypning Festival enquiry.

F&GP/20/93 **QUESTIONS FROM THE FLOOR**
93.1 None received

F&GP/20/94 **MINUTES OF PREVIOUS MEETING**
94.1 Cllr Lloyd **proposed, seconded** by Cllr Northam that the minutes of the meeting held on 9th February 2021 be agreed as a true and fair record of the meeting . **Agreed**

F&GP/20/95 **MATTERS ARISING AND ACTIONS.**
95.1 £250 grant paid to Steypning and District Partnership - **Actioned**

95.2 Monthly signatory requirements for Finance and Minutes to be progressed – **Actioned /Ongoing**. Clerk reported Cllr Lloyd would assist with Finance signatories in the office when Covid restrictions allow. One committee chairman also needs to sign his agreed minutes.

Cllr Lloyd /
CLERK &
Cllr Goldsmith

95.3 Clerk to send out 'Nominal Ledger' report after next 'End of Month' reconciliation - **Actioned**

95.4 Clerk to pay J. Corrigan invoice - **Actioned**

95.5 Clerk to send out advice from solicitor and bring back Swimming Pool item to next meeting - **Actioned**

95.6 Clerk to convene FOI panel and review FOI Case – **Actioned**

95.7 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced- Cllr Lloyd stated he would raise this matter at the next meeting - **Ongoing**

Cllr Lloyd

95.8	Three Year Business Plan compilation taken to budget working party – Actioned/See item 96.5	
95.9	Scheme to allocate tablets to Cllrs to be discussed at Budget working party – Actioned / See item 96.5	
95.10	Project details to be prioritised at budget working party – Actioned / See item 96.5	
95.11	Arrange working party meeting to discuss internal audit letter questions – See item 96.14	
95.12	Clerk to seek confirmation that Swimming pool responded to a resident’s complaint- Actioned	
95.13	Steyning in Bloom informed as to new finance arrangement – Actioned	
F&GP/20/96	FINANCE MATTERS	
96.1	To approve list of payments for February and March 2021. Cllr Lloyd proposed, seconded by Cllr Hanson that the list of payments for February and March 2021 be approved. Agreed	
96.2	Cllr Lloyd proposed, seconded by Cllr Northam to agree the income and expenditure reports for January 2021. Agreed	
96.3	Clerk reported on ‘End of Year 2020/21’ finances as per supporting papers. With much still to be reconciled as invoices continue to arrive relating to the last financial year, he stated that thus far the Accrual figure would be approximately £76,800, with possible earmarked reserve figure at £27,900 leaving a small surplus for the year. He also stated that though it had been a very difficult year due to Covid restrictions leaving less income from the Steyning Centre alone in the region of £40,000, the office had saved money on many budget lines in an attempt to offset this issue, notably £17,000 less staffing costs and big savings against repairs and maintenance with caretakers being re-directed to complete work otherwise needing to be completed by contractors. Also, a major factor in turning around a major deficit had been the successful applications to HDC to cover less income with four grants totalling £24,000. Cllr Goldsmith raised a number of points and will email the F&GP Chair who will discuss with the Clerk.	Cllr Goldsmith
96.4	Proposed Earmarked Reserves for the Year 2021. The Clerk supplied a proposed list, and this will be discussed further at a future meeting.	CLERK
96.5	Recommendations from Budget working party. Cllr Lloyd had updated a previous SPC Business Plan. Clerk to check and resend to all F&GP Members well in advance of the next meeting. Members discussed future meeting protocols – further information from the Clerk to be forthcoming at the next Full Council Meeting. Cllr Campbell proposed, seconded by Cllr Goldsmith that the recommendations from the budget working party be put back for further discussion and to a future meeting when further information is available. Agreed	CLERK CLERK
96.6	Members received the monthly Cil report	
96.7	SPC payment obligations with regards to Steyning Swimming Pool. Cllr Lloyd proposed, seconded by Cllr Young that F&GP convene an all member working party to discuss payment obligations with regards to the Steyning Swimming pool. Agreed	CLERK
96.8	High street opening and closing. Mr Picking to stop his services shortly. The Clerk put forward a few alternative solutions to this cover issue including an automatic timed locking system. Cllr Lloyd proposed, seconded by Cllr Campbell that committee delegates the clerk’s office to employ a resident to open and close {the High Street toilets} at the times previously agreed, and to discuss with them whether they will close at 9pm over the Summer months and in the meantime look at all the other options available including cleaning companies and locks etc and bring that back to the next meeting. Agreed	CLERK

96.9	To discuss a contractors pay increase request & possible variation to the Street Cleaning/ Bin Contract. Cllr Lloyd proposed, seconded by Cllr Northam that Council passes on a note of thanks to Jack Lee for using his initiative and taking pride in his work and emptying extra bins on the MPF even though he had no assurances that he would be paid, and retrospectively authorise payment for the extra work undertaken and that extra bin emptying rounds should be authorised in consultation with the Clerk's Office. Agreed	CLERK
96.10	Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees to an extra payment of £25 per month {adding this to Jack Lee's Contract} commencing 1 st April 2021. Agreed	CLERK
96.11	Cllr Lloyd proposed, seconded by Cllr Hanson that we ask Jack to do an additional litter pick after the bank holidays in consultation with the Clerk's office. Agreed	CLERK
96.12	To discuss a reduction from three to two cleans per day of the High Street Toilets. Cllr Lloyd proposed, seconded by Cllr Goldsmith that SPC does not reduce the cleans to two times per day but leave it at three, until sometime in the future. Agreed	CLERK
96.13	To discuss the payment and affiliation to the WSALC / NALC service providers. D. Clerk updated with some additional information. This item deferred to Full Council meeting.	CLERK
96.14	To discuss acceptance of the Internal Audit letter. Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees to the internal auditor's letter and that the fidelity cover on the insurance is increased {already actioned} and that following this agreement that the Clerk and Cllr Lloyd will put together a response to Cllr Campbell's questions and that this is done by the June F&GP meeting. Agreed	CLERK
96.15	To discuss the arrangements and possible purchase of Steyning High Street Christmas decorations. Cllr Lloyd proposed, seconded by Cllr Hanson that the Clerk convene an all member working party {proposed under 96.7} to now also include a discussion about the High Street Christmas light decorations, and to make recommendation to a future F&GP meeting after a discussion on all SPC projects already prioritised on the list and that relevant third parties are invited to make presentations about the projects they are involved with after agreement from this committee, and that the Clerk will provide all the necessary end of year figures at that time. Agreed	CLERK
96.16	Request for Grant from Steyning Community Orchard as per supporting papers. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the council agrees to the grant request from the Steyning Community Orchard to pay an amount to cover the cost of the insurance {£168}. Agreed	CLERK
96.17	The committee discussed briefly the proposed Queens Jubilee Celebrations / Street Party Event and look forward to more details to come.	
F&GP/20/97	DATA PROTECTION AND FREEDOM OF INFORMATION	
97.1	The Clerk informed that the FOI panel had convened to review a residents FOI request and also to discuss a response to the Information Commissioners Office letter asking that the Council reconsider a previous review response to this resident. This response will be published on the web site and will be circulated to the committee.	CLERK
F&GP/20/98	REQUESTED MOTIONS (From Councillor Goldsmith)	
98.1	Potential financial matters arising from the JPYC committee meeting on the 8th of Feb '21. Cllr Lloyd proposed, seconded by Cllr Goldsmith that F&GP committee members prepare questions to be put to the Youth Service Providers in advance of the June Full Council Meeting so that they {Sussex Youth Service} are able to make a presentation and answer questions raised at that time and that the Clerk and Deputy Clerk bring back a full report from the next JPYC meeting. Agreed Potential financial matters arising from the JPYC committee meeting	CLERK

98.2	To agree whether SPC should have a representative on the Steyning and District partnership. The suggestion was that SPC continue to work with the Partnership but not formalise a representational position at this point.	
F&GP/20/99	PROGRESS REPORT	
99.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK
99.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing.	CLERK
99.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – Ongoing.	CLERK
99.4	F&GP/20/81.3 - Resident's option to remain anonymous when posing questions to be discussed at Full Council - Actioned	
99.5	F&GP/20/71.1 - Total fixed assets amount to be amended due to recent installations at end of financial year – Ongoing – The Clerk informed that this process can only be carried out at the end of the financial year.	CLERK
99.6	F&GP/20/82.3 - HDC to be contacted to provide greater clarity in regards their terminology for S106 monies - Actioned /Ongoing – Clerk to further discuss with HDC	CLERK
99.7	F&GP/20/73.2 - SPC to investigate possibly establishing a Financial Reserves Policy – Actioned / Ongoing – To be discussed by the All-member F&GP Working party	CLERK
F&GP/20/100	INFORMATION/CORRESPONDENCE ITEMS	
100.1	Notification of SPC 'End of Year' Financial closedown with Rialtus – End of May, and Internal Audit on 4 th June. Chair of F&GP invited to participate.	CLERK
100.2	Horsham District Community Climate Fund – applications now invited for the next round of funding. Clerk informed he would be bringing this back to Council in terms of asking that it considers supporting writing a letter of intent for a future application	CLERK
F&GP/20/100	DATE OF NEXT MEETING – 15th June 2021 @7.30pm.	

The Chair closed the meeting at 9.56 pm

Signed Date 15th June 2021

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

<https://archive.org/details/2021-04-22-steyning-parish-council-f-gp-meeting-offical-copy>

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 & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH MAY 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Bell and I. Alexander

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P21/01** **APOLOGIES**
1.1 Cllrs Rudkin and S. Alexander were absent.
- P21/02** **DECLARATIONS OF INTEREST –**
2.2 There were no declarations of personal interest from councillors
- P21/03** **QUESTIONS FROM THE FLOOR -**
3.1 None.
- P21/04** **MINUTES** – to agree and sign the minutes of the last meeting on Monday 26th April 2021.
4.1 Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of 26th April 2021 be accepted as a true and fair record of the meeting. **Agreed.**
- P21/05** **MATTERS ARISING AND ACTIONS –**
5.1 Deputy Clerk to produce report of last years planning applications and the difference of opinions in comments from committee to HDC. The report was sent to all Committee members and is on the website as a supporting paper for this meeting. **Actioned**
- P21/06** **PLANNING APPLICATIONS**
6.1 **DC/21/0713 – 23 Penfold Way** – Erection of first floor flank extension over existing single storey projection.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 6.2** **DC/20/0437 – 12 Thornscroft** - Erection of a single storey rear extension, a two storey side extension, a single storey front porch extension and a side/rear access ramp.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**

- P21/07**
7.1 **LATE PLANS**
WSSC.023/21 – Steyning C of E Primary School – Installation of an all weather running track and associated works.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** 5 for and 1 abstention.
- 7.2** **C/21/0715 - The Mount Roman Road** - Extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2no dormers and construction of a rear dormer.
Cllr Young **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- P21/08**
8.1 **ENFORCEMENT NOTIFICATIONS**
EN/21/0194 -Glebe Farm Kings Barn Lane - Alleged: digging of ditches along boundary
- P21/09**
PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED
- 9.1** **DC/21/0370 - 41 Hills Road** -: Erection of a ground and first floor rear extension and front porch.
- 9.2** **DC/21/0629 - Silvermead Cripps Lane** - Surgery to 1 x Japanese Maple and 1 x Honey Locust. Fell 1 x Honey Locust (Works to Trees in a Conservation Area)
- 9.3** **DC/21/0818 Site - 56 High Street** - Surgery to 1 x Yew (Works to Trees in a Conservation Area)
- P21/10**
10.1 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
Bookings update – The Steyning Centre was able to re-open on 17th May. 13 regular groups have returned at present and many others have indicated that they will be returning after 21st June if regulations are lifted. Parish Council and committee meetings are being held, socially distanced, in Coombe Court and Saxon Room, at present recording and microphone equipment are being hired from the council's IT Contractor whilst we investigate the best equipment for moving forward once all restrictions are lifted. The caretakers are cleaning between groups and before locking up in the evenings.
- 10.2** **Film nights update** - The first film night will be 2nd June, the film is Radioactive. So far 42 tickets have been sold. Tickets are sold in advance to enable caretakers to set up the correct amount of socially distanced chairs and tables. Refreshments are served to their table during the break. A track and trace list is kept for the required 3 weeks to comply with government guidelines, there is also the QR poster, as per the Government Guidelines that customers can check in with. A one-way entrance and exit system managed by the staff ensures we comply to Covid safe guidelines.
- 10.3** **TSS report update** - The bi-annual TSS Report was carried out in December. They have issued recommendations, none of the work is mandatory.
- Changing Rooms**
- Mains water supply in the store cupboard is insulated - Caretaker to do
 - Labelling Hot Water System, inlet and out pipes – Caretaker to do
 - Remove blind end pipes – Deputy Clerk to get a quote from the plumber
- Steyning Centre**
- Fit rodent screen to overflow pipe – TC Maintenance has done this
 - Label inlet and outlet pipes – Caretaker to do

- Fit warning pipe and divert vent pipes to tundish and drain point - get plumber's advice
- Relocated TMV's at corridor toilets – get plumber's advice

High Street Toilets

- Fit drain valve to mains water supply – get plumber's advice
- Label inlet and outlet pipes – Caretaker to do
- Fit temperature gage to HWS flow pipe – get plumber's advice

The quotes or report for plumbing work will be brought back to the next meeting.

D.CLERK

10.4

Lighting Update - Phase one of the LED lighting project has been completed. The outside lights and outside toilet lights have all been replaced as the replacement bulbs for these were obsolete. Phase two and three are due to be discussed as part of the projects for 2021/22

CLERK/
WORKING
PARTY

10.5

High Street Toilets update. - Mr Picking has given up the opening and closing of the toilets at the end of April and this has been taken on by Mr Sowerby. The toilets are opened before 8am and closed between 6pm and 8pm every day except Christmas day. The arrangement is working well so far. The toilets are still being cleaned 3 times a day by the caretakers.

10.6

Income and expenditure update - The end of year report is not available yet as the year end close down has not yet been completed with the accounts software providers. Once this and the internal audit has been done it will be reported to the next meeting.

D.CLERK

**P21/11
11.1**

REQUEST FROM SAFeR TO INSTALL A DEFIBRILLATOR OUTSIDE THE MAIN ENTRANCE

A request has been received from the Trustees of the Steyning Area First Responders (SAFeR) to have the defibrillator cupboard, which is situated at present in the Steyning Centre foyer, relocated to the outside of the Steyning Centre under the main entrance canopy so that it is available 24/7 in the case of a nearby cardiac arrest. The Trustees will provide the cabinet and will maintain it and replace the pads as and when required. They have asked if the council would consider contributing £100 plus VAT to the cost of the electrical installation for the heater that comes on in very cold conditions and the light that comes on when the cabinet is accessed.

Cllr Northam **proposed, seconded** by Cllr Bell to recommend to F&GP committee that the donation of £100 be granted to SAFeR for the installation of the cabinet for the defibrillator and to request the Clerk to agenda the request for any further donation that the Council may like to make towards the Charity's costs. **Agreed.**

D.CLERK/
CLERK

P21/12

12.1

CORRESPONDENCE/INFORMATION.

12.2

South Down News May edition .

Kestral Alarms have carried out the annual checks on the CCTV at the Steyning Centre. The monitor in the foyer is broken, Kestral will be sending a report and a quote for a replacement monitor This will be on next month's agenda.

P21/13

13.1

DATE OF NEXT MEETING

Monday 28th June 2021 at 7.30pm

The Chairman closed the meeting at 8.05pm