

Date published 15th June 2022

TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 20th JUNE 2022 AT 7.30 PM AT THE STEYNING CENTRE

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

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes,
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meetings held on the 21st February 2022, the 9th May 2022 and the 16th of May 2022 as a true and fair record.
- 5.0 MATTERS ARISING** - These items should be taken as read and do not need discussion unless specified
- 5.1 FULL/21/86.1** - SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors - **Actioned**
- 5.2 FULL/21/84.3** - Matters to be raised at next Wardens Steering Committee – **Actioned/ See item 10.3**
- 5.3 FULL/21/96.2** - Water works contractor details distributed to Councillors for inspection - **Actioned**
- 5.4 FULL/21/108.1** - Cllr Linehan to report back on Bus Subsidies, Police Station manning of front desk & Cuthman Centre - **See item 6.3**
- 5.5 FULL/21/112.1** - Clerk to send out minutes of the last HALC meeting (March) to Cllrs - **Actioned**
- 5.6 FULL/21/116.2** - Staff discount policy amended and distributed to staff - **Actioned**
- 5.7 FULL/21/121.1** - Response sent to Robert Mattinson concerning his Neighbourhood plan question - **Actioned**
- 5.8 FULL/21/122.4** - N. Plan Examiners modifications accepted & Clerk given authority to submit amended plan - **Actioned**
- 5.9 FULL/22/5.1** - 21st February Full Council Minutes deferred to next meeting – **See item 4.1**
- 5.10 FULL/22/6.12** - Clerk to report to Community Committee regards the Basketball Courts recent vandalism - **Actioned**
- 5.11 FULL/22/7** - Council and Committee membership sheets and administration documents updated - **Actioned**
- 5.12 FULL/22/8.1** - All Policy documents adopted by SPC be date amended and published on SPC Web Site - **Actioned**
- 5.13 FULL/22/9.1** - FOI Panel membership to be deferred to next meeting – **See item 9.1**
- 5.14 FULL/22/10.1** - Confirm SPC Cllr representatives with outside groups - **Actioned**
- 5.15 FULL/22/12.3** - S137 Expenditure notification deferred to next meeting – **See item 12.1**
- 5.16 FULL/22/12.5** - Items not discussed at the 11th of April Full Council meeting brought back to June Meeting - **Actioned**
- 5.17 FULL/22/13.1** - Clerk to ensure, if possible, Cllrs given equal access to Hoey Review process - **Actioned**
- 5.18 FULL/22/14.1** - Assets & Land Register approval taken to F&GP Committee for working party action - **Actioned**

6.0 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

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

7.0 NEIGHBOURHOOD WARENS REPORT *(See supporting papers)*.

- 7.1** To receive the Neighbourhood Wardens report for April and May 2022

8.0 GOVERNANCE MATTERS *(See supporting papers)*

- 8.1** To discuss and agree the External Auditors Report and Certificate for 2020/21 and agree any actions
- 8.2** To discuss and agree the End of Year Internal Audit report for 2021/22
- 8.3** To discuss and agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2021/22 with associated notes be approved and sent to the external auditor having been signed by the SPC Chair
- 8.4** To discuss and agree that the 'Notice of Public Rights' for the SPC AGAR Return 2021/22 be published as per supporting papers.

9.0 CONFIRM REPRESENTATION OF COUNCILLORS ON FOI PANEL.

- 9.1** FOI Panel – 5 Reps.

10.0 REPORTS FROM OUTSIDE BODIES

- 10.1** Cllr Goldsmith and Trundle – (HALC/ WSALC/NALC) update
- 10.2** Cllrs Young and Lloyd – Isolation and Loneliness / PPG update
- 10.3** Cllrs S. Alexander and Goldsmith – Update on Wardens Steering Group, and discuss and agree any actions
- 10.4** Cllr Northam and Young – Joint Parishes Cemetery Committee
- 10.5** Cllrs S. Alexander, Trundle, Bell and Parsons – Climate Change Emergency working party
- 10.6** Cllrs S. Alexander and Parsons – South Downs National Park
- 10.7** Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee
- 10.8** Cllr I. Alexander – Steyning Society - update on the Steyning Heritage List Project
- 10.9** Cllr Trundle – Greening Group update

11.0 COMMUNITY MATTERS *(See supporting papers)*

- 11.1** To discuss and agree the publicity required for the Neighbourhood Plan referendum
- 11.2** To discuss and agree a new Gas contract for the Steyning Community Centre
- 11.3** To discuss and agree the date, time and plan for the Chairman's Function

12.0 NOTIFICATIONS

- 12.1** Expenditure under S137 of the Local Government Act

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

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

14.0 PROGRESS REPORT

To receive the following ongoing items and to discuss and agree any necessary actions to be taken

- 14.1** Wardens and PCSO's to report on antisocial behaviour issues and what is being done to avoid further issues
- 14.2** How to interpret Risk Assessments – Cllr Training exercise from the Clerk
- 14.3** SPC Chairman to respond to residents' letter and the two remaining questions
- 14.4** £250 Grant to the Ukrainian Refuge Charity
- 14.5** Ukrainian Refuge Charity to possibly have Councillor representation
- 14.6** Standing Orders be adopted to include the statutory amendments and that it, SPC Finance regulations and SPC Code of Conduct be referred to the Working Practices Group which is charged with considering the amendments and points raised by Cllr Campbell and by HDC

15.0 CORRESPONDENCE AND INFORMATION ITEMS

- 15.1** Letter from Andrew Griffith MP

16.0 DATE OF NEXT FULL COUNCIL MEETING: 18th JULY 2022 at 7.30pm

John Fullbrook
Clerk to the Council