

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 11th APRIL 2022 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : 9 {including District Cllr Bob Platt and Wardens Conroy and Pearce}

Meeting commenced : 7.33 pm

MINUTES

ACTION

FULL/21/104 APOLOGIES FOR ABSENCE

104.1 Apologies were received from Cllrs Lloyd, Rudkin, Northam, Norcross and WSCC Cllr Linehan.

FULL/21/105 DECLARATIONS OF INTEREST

105.1 Cllr I Alexander declared an interest in item 111.2, as he is chairman of the Steyping & District Community Partnership and the project being discussed is being driven by that group.

FULL/21/106 QUESTIONS FROM THE FLOOR (in Summary)

106.1.1 **Q -** Paul Maidment – I have been involved in a voluntary capacity with the Steyping Ukrainian refuge project. There are now 125 local residents volunteering to help. I'm pleased that you are considering a grant of £250 for the cause but hoped that you might consider a great deal more.

106.1.2 **A –** The Chair thanked Paul for his comments and said they would be considered when discussing that item.

106.2.1 **Q -** Nick Muggridge – Asked why the CCTV agenda item was to be discussed under Confidential session rather than in open session.

106.2.2 **A –** The Clerk responded that during the course of the discussion it was likely that members would want to talk about details as to the current CCTV coverage, and possible future coverage, that would be confidential in nature, and what we don't want to do is compromise having a full discussion as that might lead to deferring agreement to move this subject forward. It is however a very reasonable request as I'm sure residents may want to know where councillors stand on the issue, and noted future discussions are liable to be in open session.

106.2.3 **Q -** Nick Muggridge – I accept that, but can I urge councillors to make a decision as this has been an item for discussion since 2015.

106.3.1 **Q -** The Clerk referred to correspondence received that morning and including three questions for the Chair. As the questions were directed at the Chair who was not in attendance, and because they were concerning the planned review of SPC by Hoey Ainscough and asking for her opinions, it was suggested that these questions be responded to by a letter posted on the SPC Web site, together with the minutes of the meeting.

106.3.2 **A –** The Clerk did respond however in part to Question 2, {As this was a matter of fact rather than opinion}. It said in reference to Code of conduct complaints – How can the Parish Council possibly justify further expenditure {£12 - £20K}? The Clerks' response - It should be noted that it will not be a cost to the Parish Council rather it is a cost borne by Horsham District Council and it is a cost that they would therefore have to justify.

Cllr
Norcross

FULL/21/107 **MINUTES OF PREVIOUS MEETINGS**
107.1 Cllr Campbell had raised issues concerning details within the previous meetings minutes.
Cllr Young **proposed, seconded** by Cllr I. Alexander that the 21st February 2022 draft minutes {acceptance} be deferred until the next meeting. **Agreed**

FULL/21/108 **MATTERS ARISING** - These were taken as read
108.1 Cllr Linehan to report back on Bus Subsidies, Police station manning of front desk and Cuthman Centre – **As Cllr Linehan not in attendance, this item to be brought back**
108.2 Steyning in Bloom donation paid – **Actioned**
108.3 Contractor appointed to complete water service works at Rublees allotments – **Actioned**
108.4 SPC to publicise Horsham Old Peoples Forum Meetings – **Actioned**
108.5 Wardens Steering Committee meeting to be attended in March- **Actioned**
108.6 JPYC to continue to secure Youth Club venue – **See item 114.1**
108.7 Neighbourhood Plan Steering Committee to be convened – **Actioned / See item 113.1**
108.8 N. Plan Terms of Reference to be amended and distributed to Steering Committee members - **Actioned**
108.9 Date availability for Chairman’s function considered and councillors informed – **Actioned**
108.10 External Auditors 2019/20 End of Year Review published – **Actioned**
108.11 SDNP ‘Landscape Review’ consultation taken to Community Committee- **Actioned**
108.12 SDNP ‘Self- Build and Custom Housing register’ consultation taken to Planning and Premises Committee - **Actioned**
108.13 Additional amendments made to SPC Councillors Code of Conduct policy - **Actioned**
108.14 Adopted SPC Code of conduct policy published, and Standards Dept. informed - **Actioned**
108.15 Clerk to investigate any need for an additional Councillor / Officer protocol – **See item 114.2**
108.16 SPC Standing Order amendments completed, and new document published and circulated – **Actioned**
108.17 CCD Local Transport Plan Consultation taken to Community Committee - **Actioned**
108.18 Huddleston Farm Proposed Solar Farm planning application to be discussed by SPC Planning Committee – **Actioned**
108.19 HDC Letter re Code of Conducts – Councillor comments taken back to HDC Standards Team - **Actioned**
108.20 Staffing Salary agreements processed - **Actioned**
108.21 Cllr Young **proposed, seconded** by Cllr S Alexander that matters arising be taken as read. **Agreed**

Cllr
Linehan

FULL/21/109 **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**
109.1 {*Cllrs Lloyd and Linehan were not in attendance*}
Cllr Bob Platt – (HDC) updated in summary as follows : -

- Water neutrality issue will continue to hold up the Local Plan - It needs Natural England and Southern Water to work out a resolution.
- The new Horsham District Council Leader – Jonathon Chowen, is holding three public meetings to discuss amongst other things the carbon reduction plan
- HDC are embracing ‘Healthy Homes and Places’ principles for Horsham district residents, concentrating on promoting Fire safety, Warm and comfortable Living spaces, using more natural daylight and reducing Carbon emissions.
- The aim would be to reduce Carbon emissions by 60% by 2024/5 across the region
- The recent district Cllr vacancy has been won by a member of the ‘Green Party’

FULL/21/110 **NEIGHBOURHOOD WARDENS’ REPORT**
110.1 The Neighbourhood Wardens reports for February and March 2022 were discussed. – In addition, they were asked if they supported additional CCTV coverage in Steyning and if it would be of benefit to them.

- They responded that they definitely would support it and agreed that anything which helped the process of identification of individuals in certain circumstances would be of great benefit.

FULL/21/111	COMMUNITY MATTERS	
111.1	To agree a request for funding support for the Steyning 'Ukrainian disaster refuge'. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC give the £250 grant to them {Ukrainian Refuge Charity} now, with an option for them to return to us when their charity has been set up. Agreed 9 For, 1 Abstained	CLERK
111.1.2	The Chair also proposed that perhaps SPC consider having a councilor representative on the Steyning Ukrainian Refuge charity committee. Cllr Bell put his name forward and the Clerk said he would ask the groups leader for permissions and then bring back to next Council meeting where representations are to be voted in for external bodies anyway.	CLERK
111.2	To discuss support for the 20's plenty group and their project to consider ways to reduce speed on the Steyning bypass. Cllr I Alexander reported on the project via elaboration upon the supporting papers, and especially in relation to the mechanisms for gaining a reduction in speed limits – the main point being that the first step is to gain data about current traffic speeds hence an imminent introduction of speed loops. Cllr S Alexander proposed, seconded by Cllr Trundle that SPC formally support this project and approve the first stage of this information gathering regarding speed on the A283{Steyning Bypass}. Agreed 9 For, 1 Abstained	CLERK
FULL/21/112	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
112.1	Cllr Trundle and Cllr Lloyd– (HALC/ WSALC/NALC). Cllr Trundle reported on the recent 16th March HALC meeting. Three main points being – 1. 70% of Parish Councils had adopted the New Code of Conduct policy by the end of last year. 2. They are inviting Parish councils to report back on issues associated with the current 'Cost of Living' crisis. 3. WSCC are proposing putting a 'Resettling' page on their Web Site to support Ukrainian refugees. Clerk to send out Minutes of the Meeting	CLERK
112.2	Cllrs Young and Bell – Isolation and loneliness / PPG – Vintage Years club day which is on the first Friday of the month is functioning well. Also, the PPG is keen that residents sign up on their Web site to receive the regular updates on what's going on in the Health Centre.	CLERK
112.3	Wardens Steering Committee – The Clerk attended the 17th March meeting and reported there was discussion on the latest parish and HD council priorities, progress made on individual and team warden objectives and reciprocal working arrangements during periods of staff absence, plus continuing to make the wardens more visible within the community. The Clerk stated that when notes were published, he will forward them onto Councillors	CLERK
112.4	Cllr Northam and Norcross – Joint Parishes Cemetery Committee – No meeting to report	
112.5	Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – There had been a meeting on April 7th, with many topics discussed. It was felt important to re-identify lines of communication and representation with Greening Steyning to ensure that environmental concerns were always part of the discussion in terms of Council agenda items and ensure mutual support. It was suggested there was a need for more regular meetings, and quarterly meetings were agreed upon, and that the Greening Steyning newsletter details be sent around to raise the profile of some important projects taking place. There was an idea to produce a feasibility study to improve Solar panel production at the Steyning Centre and to calculate the Council's Carbon footprint. Finally, that if there were changes or review of Neighbourhood plan, for Council to ensure 'Green' elements included, plus for SPC to have external representation on Greening Steyning committee and increase W. Party Nos to 5 Cllrs.	CLERK

112.6	Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting to report.	
112.7	Cllr Norcross and S. Alexander – The Joint Parishes Youth Committee – See item 114.1	
112.8	Cllr I. Alexander – Steyning Society – The Steyning Society have completed their Heritage list as per reported at SPC Planning & Premises committee and have compiled a letter to be sent to Owners /Occupiers of those buildings, with also the full 60-page Heritage plan copied and made available for public scrutiny at Steyning Centre and Library.	
FULL/21/113	NEIGHBOURHOOD PLAN	
113.1	To agree recommendations from the working party to include an approval of the reply back to Horsham District Council following their request for SPC to ‘Fact Check’ the Examiners report on the SPC Neighbourhood Development Plan. The Clerk updated on the Steering committee meeting on the 31st March as per supporting papers. Cllr Young proposed, seconded by Cllr Hanson that SPC Clerk send to HDC the two Typo errors {as per supporting papers}. Agreed	CLERK
113.2	Cllr Campbell proposed, seconded by Cllr Sullivan that Andrew Metcalf, ‘our’ consultant, makes the necessary modifications to the existing plan in line with the finalised examiners report, subject to those modifications first being agreed by Full Council. Agreed 9 For,1 Against	CLERK
FULL/21/1143	GOVERNANCE MATTERS	
114.1	To agree possible relocation of Steyning youth service into the MPF changing rooms on a Monday early evening, and until another more suitable venue becomes available. Cllrs discussed at length all perspectives, and to ensure all the other possible location options had been discussed and that the Cricket clubs’ views were understood and taken into account. Cllr Young proposed, seconded by Cllr S Alexander that the Youth Service use the Changing rooms on a Monday between 4.30pm and 6.30pm, until another venue can be found and that this is subject to a review in six months. Agreed 7 For, 2 Against, 1 Abstained	CLERK
114.2	To discuss whether there is a need for an additional Councillor / Officer protocol. The Clerk gave a summary of his views and suggested that at present SPC policies and information was adequate, but that this was subject to the review and any further recommendations by Hoey Ainscough.	
Note	<i>The Chair decided at this point to bring forward Agenda items 14, 15, 16 and 17.</i>	
FULL/21/1115	CORRESPONDENCE AND INFORMATION ITEMS	
115.1	Correspondence from the HDC Standards Department. The Clerk had asked the Standards team if they were able to give SPC more detail as to what was proposed concerning the proposed Hoey Ainscough review and support process. The resultant letter was sent to the Clerk on Friday 8th April and sent out as a supporting paper. The letter outlines in further depth why HDC are pursuing this process, what the process will involve, and when it is likely to commence – that being due to be very shortly after the Easter break.	CLERK
115.2	Invitation from the Leader of Horsham District Council to public meetings to discuss The Climate and Environment, The Local Plan and water Neutrality, and the Queens Platinum Jubilee – The details are available on Web Site and Notice boards	
115.3	The Clerk informed that a number of communications from the Steyning in Bloom group had been received noting their thanks for the recent SPC grant Award.	
Note	<i>The Chair brought before Agenda items 16.1</i>	

FULL/21/116 116.1	STAFFING MATTERS To agree staff discounts for Steyning Centre Hall Hire fees, for personal events only. The Personnel Committee had made a recommendation to accept the new Staff Discount Policy as per supporting papers. Cllr Bell proposed, seconded by Cllr S Alexander an amendment to the policy to include an additional sentence {under 'discount criteria'} saying ' <i>There may be occasions when a particular request may be refused</i> ' Agreed 5 For, 1 Against, 4 Abstained	CLERK
116.2	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC adopt the Staff Discount Policy as per supporting papers and to include the agreed amendment {noted above}. Agreed 7 For, 3 Abstained	CLERK
FULL/21/117 117.1	CONFIDENTIAL SESSION Cllr Young proposed, seconded by Cllr S. 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 (Agenda) items 16.2 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed 8 For, 2 Against	
FULL/21/118 118.1	STAFFING MATTERS To agree a recommendation from the Personnel Committee concerning the Clerks annual appraisal. Cllr Young and other members of the Personnel Committee reported on this matter. Cllr S Alexander proposed, seconded by Cllr D Hanson to accept the Personnel Committee's recommendation that having considered the Clerk's appraisal of 24.03.2022, the subsequent pay award be made in line with previous Full Council agreement. Agreed. 7 For, 3 Against	CLERK
118.2	To agree if Full Council considers the enhancement of the existing SPC CCTV operation to be a worthwhile project for the current fiscal year - 2022/23. Cllr S Alexander proposed, seconded by Cllr Hanson that SPC want to continue to consider CCTV generally and to include all options. Agreed 7 For, 2 Abstained	CLERK
Note	<i>Meeting closed and had run out of time before Agenda items 12, and 13 could be discussed – these taken therefore to next Full Council meeting</i>	CLERK
FULL/21/119	DATE OF NEXT FULL COUNCIL MEETING: 16th May 2022 at 7.30pm Meeting Closed at 10.03pm	

Signed Date 16th May 2022
Chairman

A Video recording of this meeting is available on the SPC Website or via this link
<https://youtu.be/vc7aUyfCVDE>