

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 21st FEBRUARY 2022 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : 17 {including District Cllr Bob Platt and WSCC Cllr Paul Linehan}

Meeting commenced 7.30 pm

MINUTES

ACTION

- FULL/21/89 APOLOGIES FOR ABSENCE**
89.1 Apologies were received from Cllrs Lloyd and Trundle.
- FULL/21/90 DECLARATIONS OF INTEREST**
90.1 None received
- FULL/21/91 QUESTIONS FROM THE FLOOR (in Summary)**
91.1.1 **Q** - *Helen Sweet – I voluntarily pick up litter on the Steyping Bypass – and recently I’ve noticed whomever is renewing the large Road Signs is throwing the old, rusted metal poles into the verges.*
91.1.2 **A** – *The Clerk responded this was not a Parish matter but was the responsibility of the West Sussex County Council. Cllr Norcross added that perhaps with a WSCC Councillor in attendance we could ask him if he wouldn’t mind responding*
91.1.3 **A** – Cllr Linehan responded he didn’t know but would find out and contact Helen directly.
- FULL/21/92 MINUTES OF PREVIOUS MEETINGS**
92.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the 17th January 2022 draft minutes be accepted as a true and fair record. **Agreed**
- FULL/21/93 MATTERS ARISING** - These were taken as read
93.1 Clerk to complete application for 2022/23 Precept to Horsham for SPC -**Actioned**
93.2 Youth Service MOU to be signed by all Parishes and sent to service provider -**Actioned**
93.3 SPC Grants Awarding policy amended and put on Web Site after Council approval -**Actioned**
93.4 Cllr Campbell’s rebuttal statement placed on SPC web site and to also include Personnel Committee’s counter arguments - **Actioned**
93.5 SPC approved committee calendar placed on Web Site - **Actioned**
93.6 Amended SPC Finance Regulation document placed on Web Site - **Actioned**

93.7 Chairman's function and Annual Parish Meeting to be discussed again at next meeting - **See item 99.1**

FULL/21/94 **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

94.1 Cllr Bob Platt – (HDC) updated in summary as follows

- Water neutrality issue will continue to hold up the Local Plan - It seems it could therefore take several months before passing 'Regulation 19' is now to be achieved
- HDC can also therefore currently not process planning applications that involve high levels of water consumption.
- The Leader of the Council, Paul Clark has stepped down. A new Cabinet has been appointed with new positions including a post covering environment issues.
- There have been three By-elections
- The new Chief Executive is Jane Eaton
- HDC Budget for the next financial year agreed – with a 2.9% rise in council tax
- Rate relief scheme has been maintained

94.2 Cllr Paul Linehan – (WSCC) update in summary

- WSCC Budget yet to be finalised – meeting to be next week.
- Council tax probably to be raised in line with Government guidelines – 1.99%, with an additional 1% for adult social care precept
- Net revenue expenditure proposed to be £648Million – a rise of £23.5Million
- No cuts to any services proposed
- CLC's have been abandoned – Traffic Regulation Orders under £3K will go direct to cabinet members for decisions – these to be dealt with within a 6-month period
- 14th March from 7 to 8pm at County Hall, there is a chance to meet and chat with County Councillors and the Leader of WSCC
- Responding to questions raised – Cllr Linehan will check on Bus subsidies and the

Cllr Linehan

manning of the front desk at the Steyning Police Station and that further enquiries will be made re the suitability of the Cuthman Centre for Youth Club Sessions.

FULL/21/95 **NEIGHBOURHOOD WARDENS' REPORT**

95.1 To receive the Neighbourhood Wardens report for January 2022. – There were no questions raised.

FULL/21/96 **FINANCIAL MATTERS**

96.1 **A request from the Steyning in Bloom group for an increased donation for the year 2021/22, to counteract the shortfall in their funds due to Covid.** Via supporting papers and in response to questions raised, the Clerk explained why, though the years financial commitment to Steyning in Bloom had been concluded, there were still funds available that could facilitate this special request. Cllr Norcross **proposed, seconded** by Cllr Goldsmith that SPC make a donation of £2,600 to the Steyning in Bloom group this financial year. **Agreed** **CLERK**

96.2 **To agree the contractor to undertake the water service improvement works at the Rublees allotments.** Council discussed the facets involved with each quote, and the lead in dates towards completing the works and service provision, as well as a suggestion to gain further information relating to the companies involved to ensure they had a good track record. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accepts the contractor 3 quote {as per supporting papers}, subject to due diligence being entertained and presented back to Council so that members are confident that this contractor is able to do the work **Agreed, 7 For {JN,CY,RP,DH,SA,RB,IA}, 4 Against {PC,TR,RG,GS}, 1 Abstained {SN}** **CLERK**

FULL/21/97	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
97.1	Cllr Trundle and Cllr Lloyd – (HALC/ WSALC/NALC) – Neither Cllr present	
97.2.1	Cllrs Young and Bell – Isolation and Loneliness / PPG – Cllr Bell advised the PPG had met on the 9th Feb via zoom and agreed a revised constitution and discussed at length a ‘Raspberry Pi’ project which enables an information feed to various outlets where the appropriate monitor has been installed. The Clerk advised one location might be the Steyning Centre and that this would be discussed at the next Premises Committee.	
97.2.2	Cllr Young advised the Horsham Old Peoples forum had some meetings coming up and that residents should view their web site for details; 1st March in person or via zoom, and on the 1st of April MP Andrew Griffiths would be in attendance – details via web site. The Steyning Health Centre continues to offer Covid Vaccinations to those eligible on Tuesday afternoons, but booking is required. The Sussex Health Care partnership have been looking at working more closely working with families who might consider the vaccination of their 5- to 11-year-old children and there is a link on their web site to a consultation questionnaire.	CLERK
97.3	Wardens Steering Committee - Cllr S. Alexander updated that the 16th February meeting was inquorate, so another meeting was planned for 17th March at 3pm.	CLERK
97.4	Cllr Northam and Norcross – Joint Parishes Cemetery Committee – A meeting took place on the 19th January, with the main points being that the option for prebooking a space in the cemetery was to remain suspended while plots were so limited. It was also a main task for the JPCC Clerk to continue to find options on extending the boundaries via land acquisition. The Standing orders were amended including a reduction in the number of annual meetings to not less than two with an option to increase this if necessary to do so. Fees were reviewed with some increases. A Defra consultation document was discussed but with little time to respond and the JPCC Clerk was asked to write to MP Andrew Griffiths on this matter, due to possible changes in space allocation for each burial and what this meant in terms of further loss of burial capacity.	
97.5	Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – No meeting planned, but there is a meeting that Cllr S. Alexander is attending soon regarding sustainable transport with the Steyning Grammar School.	Cllr Alexander
97.6	Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting has been held.	
97.7	Cllr Norcross and S. Alexander – Updated on the Joint Parishes Youth Committee – The search is still on to find a permanent home for the Youth Club Service, and this will be discussed at greater length at the next Full Council Meeting.	CLERK
97.8	Cllr I. Alexander – Steyning Society – Nothing to report	
FULL/21/98	NEIGHBOURHOOD PLAN	
98.1	To reconvene the Neighbourhood Plan Steering Committee in preparation for the receipt of the Examiners recommendation. It was agreed there would not need to be a motion but simply to reconvene the existing Steering Committee when necessary to do so.	CLERK
98.2	Neighbourhood Plan Steering Committee Terms of Reference. Council viewed the proposed amendments as per supporting papers and decided to change the wording from ‘has been’ to ‘is’ within paragraph 2e. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC agree the Steyning Neighbourhood Plan Committee Terms of reference as per supporting papers and the amendment just discussed. Agreed	CLERK

FULL/21/99	GOVERNANCE MATTERS	
99.1	Annual Parish Meeting and Chairman's function format. The Clerk stated that the Chair of the Business Chamber / Chair of Steyning and District Partnership was due to give a short speech outlining the current and future plans at the Annual Parish Meeting next month, and that also the local PCSO's were invited to give an update on their work concerning antisocial behaviour. It was thought that Community Awards could be distributed at this meeting. Cllr Norcross reminded all Chairmen to send on reports to her for this meeting. The proposed Chairman's function could take place in July. And there was a call for the Awards to be presented at this function instead. The Clerk was tasked with considering room availability on Monday to Wednesday nights from the first two weeks in July onwards.	CLERK
99.2	To receive the External Auditors 'End of Year Report' and the SPC 'Notification of End of Year' documents. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC receives the {External Auditors} End of Year report for 2019/20. Agreed	CLERK
99.3	SDNP 'Landscape review'. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC delegates Community Committee to have authority to consolidate any comments and make a response. Agreed, 9 For {IA,RP,DH,CY,SN,JN,SA,RB,RG}, 2 Against {PC,TR}, 1 Abstain {GS}.	CLERK
99.4	SDNP 'Self Build and Custom Housing register'. Cllr Norcross proposed, seconded by Cllr I. Alexander that SPC delegates Premises and Planning Committee to have authority to consolidate any comments with these comments needed by next Monday {28th February}, and that they then make a response. Agreed.	D. Clerk
99.5	HDC's model Code of Conduct to be adopted by SPC as per recommendation from the Working Practices Committee as per supporting papers. There were a number of additional amendments proposed. 1. Cllr Campbell proposed, seconded by Cllr Hanson the following amendment to paragraph 9 in the Appendix B. <i>'Where the matter (referred to in paragraph 8 above) affects the financial interest or well-being of a person or body referred to in paragraph 8 above: Agreed</i> 2. Cllr Campbell proposed, seconded by Cllr Northam that the word otherwise be removed from Paragraph 9 in the Appendix B. Agreed 3. Cllr Northam proposed, seconded by Cllr Young in paragraph 4 iv 3 to read 'I have consulted made in consultation with either the Clerk in the first instance and or the Monitoring Officer prior to its release. Agreed 4. Cllr Norcross proposed, seconded by Cllr S. Alexander to include the words 'or Parish' in paragraph 9a. Agreed Cllr Norcross proposed, seconded by Cllr S. Alexander to adopt the Code of Conduct policy {as per supporting papers and including amendments above}. Agreed 5For {JN,SA,IA,SN,CY}, 4Against {PC,RG,TR,GS}, 3 Abstained {RP,DH,RB}	CLERK
	NB. On Page 5 there is reference to ' <i>in line with Local Authorities Councillor-Officer protocol</i> ' Clerk to investigate if another policy is required	CLERK
99.6.1	SPC Standing Orders. There were a number of amendments that had been recommended by the Working Practices group. Cllr Campbell suggested that each amendment was taken in turn and agreed separately. Cllr Norcross proposed, seconded by Cllr S. Alexander to amend standing order 2e to include the words ' <i>in respect of the business on the agenda</i> '. Not Agreed 4 For {JN,CY,SA,IA}, 8 Against {GS,SN,RG,RB,DH,RP,PC,TR}	CLERK

- 99.6.2** Page 10, 4d as per supporting papers amendments - but also to correctly spell 'quorum'. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accept amendments to standing order 4d {as per supporting papers}. **Agreed 8 For {IA,RP,CY,JN,SN,SA,RB}, 1 Against {RG}, 3 Abstained {GS,PC,TR}**
- 99.6.3** Page 11, 4div to remove '(14) days'. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to remove the words 14 days. **Agreed 7 For {IA,RP,DH,CY,JN,SA,SN} 4 Against {RG,GS,PC,TR}, 1 Abstained {RB}**
- 99.6.4** Page 14, 8. As per supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander the amendment as it stands on Page 14. **Agreed 8 For {IA,RP,CY,JN,SN,SA,RB} 4 Against {TR,PC,RG,GS}**
- 99.6.5** Page 24, 19 a to e as per supporting papers, the reason was that it would ensure the Standing Orders were a better fit with the SPC Scheme of Delegation. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to agree the amendments {to page 24, 19a to e as per supporting papers}. **Agreed 8 For {IA,RP,CY,JN,SN,SA,RB} 4 Against {TR,PC,RG,GS}**

Note *The Chair decided at this point to bring forward Agenda items 14, 15, 16 and 17.*

FULL/21/100 CORRESPONDENCE AND INFORMATION ITEMS

- 100.1** **CCD Local Transport Plan Consultation.** It was suggested that this item be discussed at Community Committee **CLERK**
- 100.2** **Huddleston Farm Proposed Solar Farm planning application** to be discussed by SPC Planning Committee on the 28th of February. **D. Clerk**
- 100.3** **Correspondence from the HDC Standards Department.** Council received a letter from the Standards committee which outlined a suggested solution to the ongoing Code of Conduct issue. The Chair asked for comments and a show of hands for support. Cllr Campbell commented that the proposal '*would be an excellent idea for the future but for the existing complaints I am certainly not going to consent to mine being held back, and I want the ones against me to proceed*'. Cllr Goldsmith said, '*he would make his own representation*'. Everyone else simply stated whether they were for or against the idea. General consensus was that 8 Councillors were in support of the idea {JN,SA,CY,SN,DH,IA,RB,RP} and 4 did not support the idea {PC,RG,GS,TR} **CLERK**

FULL/21/101 CONFIDENTIAL SESSION

- 101.1** Cllr Norcross **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 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

FULL/21/102 STAFFING MATTERS

- 102.1** **To agree a recommendation from Personnel Committee regarding Salary re-grading for Clerk and Deputy Clerk.** Council considered two proposals as per confidential supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale. Also, in accordance with the independent evaluation, the Deputy Clerk's salary is to be paid at the full rate of the salary scale LC2 rather than the current 75% of that scale and that the Deputy Clerk starts from spinal point 27 on 1st April 2022. **Agreed. 8 For {JN, CY, SA, IA, RB, DH, SN, RP}, 4 Against {PC, TR, GS, RG}.** **CLERK**

102.2 **To agree a recommendation from Personnel Committee to raise the hourly rates for Caretakers and Admin Assistant, to coincide with the mandatory rise to the National Minimum Wage due in April 2022.** Council considered two proposals as per confidential supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the hourly rates increase as per supporting papers proposals, for above the minimum wage levels, for both Steyning Centre Caretakers and Administrative Assistant and to commence this arrangement from the 1st of April 2022. **Agreed. Unanimous**

CLERK

Note ***Meeting closed and had run out of time before Agenda items 12, 13 and 17 could be discussed – these taken therefore to next Full Council meeting***

CLERK

FULL/21/103 **DATE OF NEXT FULL COUNCIL MEETING: 11th April 2022 at 7.30pm**
DATE OF ANNUAL PARISH MEETING : 21st March 2022 at 7.30pm

Meeting Closed at 9.57pm

Signed **Date 11th April 2022**
Chairman

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