

Date published 13th July 2022

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 18th JULY 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 meeting held on the 20th of June 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/21/22.1** Cllr Platt to ask if redundant sign posts could be removed & shrubbery beds could be managed by local groups within the Health Centre Car Park - **See item 6.1**
 - 5.2 FULL/21/22.3** Cllr Linehan requested to chase large road sign replacement, and sign on Bostal hill and to ask about police front desk manning at the Steypning police station - **See item 6.3**
 - 5.3 FULL/21/24.1** External Auditor Report comments noted, and new AGAR submission double checked - **Actioned**
 - 5.4 FULL/21/24.2** Additional governance explanation item noted in minutes - **Actioned**
 - 5.5 FULL/21/24.3** Amendment to 'governance variation explanation' wording completed - **Actioned**
 - 5.6 FULL/21/24.3** Annual Governance & Accountability Return plus supporting documentation sent to Ext. Auditors - **Actioned**
 - 5.7 FULL/21/24.4** FOI panel members confirmed and noted - **Actioned**
 - 5.8 FULL/21/27.1** Clerk to amend N. Plan 'frequently asked questions' document and seek approval from HDC - **Actioned**
 - 5.9 FULL/22/27.1** Clerk to complete design of Referendum publicity banners and posters with Cllrs emailed input - **Actioned**
 - 5.10 FULL/22/27.1** New A2 notice boards to be placed on Bus shelter for further N. Plan publicity - **Actioned**
 - 5.11 FULL/22/27.1** Four Banners to be produced and placed in agreed positions around town - **Actioned**
 - 5.12 FULL/22/27.2** New Gas contract agreement for Steypning Centre supply concluded and signed - **Actioned**
 - 5.13 FULL/22/27.3** Chairmans function date booked, and invitations sent out - **Actioned**
 - 5.14 FULL/22/28.1** Expenditure under S137 details noted within minutes - **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 June 2022

8.0 GOVERNANCE MATTERS (See supporting papers)

- 8.1** Update on the Hoey – Ainscough review process, and to discuss and agree an amendment to the SPC Meeting schedule to allow for the final review meeting to take place on the 6th of September
- 8.2** To discuss and agree a process of delegation for the planning committee to deal with planning applications that require comments before the scheduled monthly planning and premises meeting
- 8.3** To discuss and agree if SPC is to provide comments in response to SDNP's Land Assessment consultation request, or whether it is left to individuals to make these comments

9.0 NEIGHBOURHOOD PLAN

9.1 Following the Referendum on the 14th of July to update councillors and residents on any results or information

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 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 11.1 Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 5th April, 7th June and 5th of July 2022 and to adopt or otherwise, any recommendations.
- 11.2 Finance and General Purposes Committee** – To receive the Minutes of the meeting held on the 10th May 2022 and to adopt or otherwise any recommendations.
- 11.3 Planning and Premises Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 25th April, 23rd May and 27th June '22 and to adopt or otherwise any recommendations
- 11.4 Personnel Committee** - To receive the Draft Minutes of the meeting held on the 6th July 2022 and to adopt or otherwise any recommendations.

12.0 PROGRESS REPORT

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

- 12.1** Wardens and PCSO's to report on antisocial behaviour issues and what is being done to avoid further issues
- 12.2** How to interpret Risk Assessments – Cllr Training exercise from the Clerk
- 12.3** SPC Chairman to respond to residents' letter and the two remaining questions
- 12.4** £250 Grant to the Ukrainian Refugee Charity
- 12.5** Ukrainian Refugee Charity to possibly have Councillor representation
- 12.6** Standing Orders, 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
- 12.7** Wardens reciprocal working arrangements – Cllrs to send their views to wardens steering group reps.

13.0 CORRESPONDENCE AND INFORMATION ITEMS

- 13.1** Steyning by-pass Ash Dieback assessment notification
- 13.2** Steyning Roundhill Romp feedback
- 13.3** Promotion of the HDC Well-being service
- 13.4** Shoreham Cement works - To inform that the consultation of the 'Area Action Plan' is open until the 2nd August

14.0 DATE OF NEXT FULL COUNCIL MEETING: 19th SEPTEMBER 2022 at 7.30pm

John Fullbrook
Clerk to the Council



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