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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20TH JUNE 2022 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : **4** {plus District Cllr Bob Platt and WSCC Cllr Paul Linehan}

Meeting commenced **7.30 pm**

MINUTES

ACTION

FULL/22/17 APOLOGIES FOR ABSENCE

17.1 Apologies were received from Cllrs Lloyd, Rudkin, and Campbell. {Cllr Trundle had sent apologies, but not in time to be recorded in meeting}

FULL/22/18 DECLARATIONS OF INTEREST

18.1 None.

FULL/22/19 QUESTIONS FROM THE FLOOR ***(in summary)***

19.1.1 **Q** – *Re item 11.1 – Is the Council going to agree tonight how they intend to encourage the residents to vote during the SPC Neighbourhood Plan referendum*

19.1.2 ***A** – **The Chair and Cllr Bell responded – that though Council are not allowed to state to residents which way they should vote, it certainly was the intention to discuss and agree methods to encourage residents to participate. Also, the idea was to agree a 'Q and A' document which it was hoped would give residents a better understanding of what a 'Yes' or 'No' vote would mean***

FULL/22/20 MINUTES OF PREVIOUS MEETINGS

20.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the minutes for the meetings dated the 21st February '22, 9th May '22 and 16th May '22 be accepted as true and fair record. **Agreed 8 for and 2 abstentions.**

FULL/22/21 MATTERS ARISING – These items were taken as read

21.1 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**

21.2 FULL/21/84.3 - Matters to be raised at next Wardens Steering Committee – **Actioned**

21.3 FULL/21/96.2 - Water works contractor details distributed to Councillors for inspection – **Actioned**

21.4 FULL/21/108.1 - Cllr Linehan to report back on Bus Subsidies, Police Station manning of front desk & Cuthman Centre **- See item 22.3**

21.5 FULL/21/112.1 - Clerk to send out minutes of the last HALC meeting to Cllrs – **Actioned**

21.6 FULL/21/116.2 - Staff discount policy amended and distributed to staff **– Actioned**

21.7 FULL/21/121.1 - Response sent to Robert Mattinson concerning his Neighbourhood plan question **– Actioned**

21.8 FULL/21/122.4 - N. Plan Examiners modifications accepted & Clerk given authority to submit amended plan **– Actioned**

21.9 FULL/22/5.1 - 21st February Full Council Minutes deferred to next meeting **– See item 20.1**

21.10 FULL/22/6.12 - Clerk to report to Community Committee regards the Basketball Courts recent vandalism **– Actioned**

21.11 FULL/22/7 - Council and Committee membership sheets and administration documents updated **- Actioned**

21.12 FULL/22/8.1 - All Policy documents adopted by SPC be date amended and published on SPC Web Site **– Actioned**

21.13 FULL/22/9.1 - FOI Panel membership to be deferred to next meeting **– See item 25.1**

21.14 FULL/22/10.1 - Confirm SPC Cllr representatives with outside groups **- Actioned**

21.15 FULL/22/12.3 - S137 Expenditure notification deferred to next meeting **– See item 28.1**

21.16 FULL/22/12.5 - Items not discussed at the 11th of April Full Council meeting brought back to June Meeting **– Actioned**

21.17 FULL/22/13.1 - Clerk to ensure, if possible, Cllrs given equal access to Hoey Review process - **- Actioned**

21.18 FULL/22/14.1 - Assets & Land Register approval taken to F&GP Committee for working party action **– Actioned**

FULL/22/22 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

22.1.1 Cllr Bob Platt reported firstly on sustainable travel. - There is work progressing through a 'Sustainable Travel start and finish group' whose report has been accepted by HDC (Including proposed Cycling, Walking and Bus routes) and these advisories will now be part of the HDC Local Plan – they will ultimately be relevant to Steyning.

22.1.2 The other major issue presently concerning HDC is 'Water Neutrality' which has continued to curtail planning permission processing.

22.1.3 Recycling trials have so far been successful, and this initiative is to be expanded. Part of the Councils carbon reduction plan includes purchasing 2 x Electric Road sweepers.

22.1.4 There is a £2.1 million surplus from last year's HDC Accounts, but at present it is uncertain what these monies will be directed towards.

22.1.5 Cllr I. Alexander commented that two redundant 8-foot-high posts remain in a shrubbery bed in the Health Centre car park, where a sign has been removed some time ago. He suggested the foliage beds in all the Steyning Car Parks could be presented so much better – He wondered whether Cllr Platt could ask that the posts are removed and whether local groups could be allowed to 'manage these beds' **Cllr Platt**

22.2 Cllr Lloyd was not in attendance

22.3.1 Cllr Linehan reported – First on the fact that there is intense discussion taking place on a possible local reservoir installation to counteract the diminishing water supply issue.
Also, on recent road closures including that of the Maudlin Lane area and the fact that the works to upgrade energy supplies is a statutory requirement - it is very unfortunate that there has been so much disruption, but it is very necessary.

22.3.2 Sustainable transport plan – WSCC applied for £90Million worth of funding, £17.4Million was forthcoming. It is currently uncertain what this will be used for.

22.3.3 Following questions from Cllrs, Cllr Linehan was going to chase up on the large road sign replacement on Steyning approach road – which was meant to be completed before the end of June. There is also a road sign on the Bostal road, which states the gradient, that needs to be changed from the current 1% back to the pre-vandalised 17%. Katy Bourne will be asked once more about Front desk manning at the police station. **Cllr Linehan**

FULL/22/23 NEIGHBOURHOOD WARDEN'S REPORTS

23.1 The Council received the reports for April and May without any comments

FULL/22/24 GOVERNANCE MATTERS

24.1 **To agree the External Auditors Report and Certificate for 2020/21**. The Clerk pointed out the three items raised by the external auditor within the report, namely an incorrect dated signature on the AGAR, one day too many had been given for the 'Period of Notification', and a typographical error of one digit on the Accounts statement. These were duly noted with all of the above checked for the current submission and by the internal auditor. Therefore, no ongoing actions required. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Alexander that SPC agree the External Auditors Report and Certificate for 2020/21. **Agreed 8 For, 2 Against**

24.2 **To agree the End of Year Internal Audit report for 2021/22**. The Clerk explained this audit had been undertaken on the 31st May '22, and that it appeared to be a very positive report with no recommendations for Council to action. The Clerk informed that for one item he felt it had not been explained fully enough by the auditor, but that if council were in agreement, then it would need no additional comment (under governance explanations) to the external auditor, so long as it was minuted as such. He then explained that he had pointed out to the auditor that in the autumn of 2021 there had been a number of FOI requests whereby due to difficult circumstances, responses had not gone back in the normally required timeframe. He also pointed out however that the Information Commissioners Office had been very understanding in the matter and they had extended these response timeframes, and that the matter had been effectively dealt with, with no outstanding issues. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC agrees the End of Year Audit report for 2021/22. **Agreed 8 For 2 Abstentions**

24.3 **To 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**. The Clerk explained that the figures within the SPC Annual Governance and Accountability Return 2021/22, had already been checked first by a Rialtus Accounts Operative at the SPC Year End reconciliation, then these year-end numbers plus the governance statements were also checked by the Internal Auditor, with no errors highlighted. Cllrs agreed an amendment for the variance document whereby the word 'likely' be changed to the phrase 'due to the uncertainty of'. Cllr Norcross **proposed, seconded** by Cllr Northam that SPC agrees to the section 1 and 2 of the SPC Annual Governance and Accountability Return 2021/22. **Agreed.** Cllr Norcross **proposed, seconded** by Cllr Northam that inclusive of the amendment {noted above} that SPC agree to the AGAR variance explanation comments {as per supporting papers}. **Agreed** **CLERK** **CLERK**

24.4	**To agree that the 'Notice of Public Rights'.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC agree the 'Notice of Public Rights' for the SPC AGAR Return 2021/22 as per supporting papers be published. **Agreed**	**CLERK**
FULL/22/25	**CONFIRM REPRESENTATION OF COUNCILLORS ON FOI PANEL.**	
25.1	Councillors reviewed the membership numbers of this group. It was felt that the membership should remain the same at least until the end of the first round of voting at this meeting. Cllr Northam **proposed, seconded** by Cllr S. Alexander that SPC sticks with the current number of members on this panel. **Agreed 4 For, 2 Against, 4 Abstained**. The Clerk confirmed there were 6 Cllrs who had expressed an interest for 5 spaces, and a vote took place via ballot slip. Ballots were counted and for 5 minutes the meeting was suspended. The Chair confirmed the number of votes cast as follows Cllr Norcross (8), Cllr Young (8), Cllr Lloyd (8), Cllr Hanson (6), Cllr S Alexander (7), Cllr Campbell (4). Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Norcross, Young, Lloyd, Hanson and S Alexander be duly elected to the SPC FOI Panel. **Agreed.**	**CLERK**
FULL/22/26	**REPORTS FROM OUTSIDE BODIES**	
26.1	**Cllr Goldsmith – (HALC/ WSALC/NALC) update.** No meeting to report upon. {Next meeting due on the 13th July}	
26.2	**Cllrs Young and Lloyd – Isolation and loneliness / PPG update**. No update	
26.3	**Cllrs S. Alexander and Goldsmith – Update on Wardens Steering Group and agree any actions.** Meeting took place on the 15th June – The minutes had been distributed to Cllrs. Cllr S. Alexander reported on the need to gain parish support for a reciprocal working inter parish arrangement for Wardens to support long term sickness and to reduce lone working. The Chair pointed out that the Steering Group MOU states that the Cllr representative members of that committee can vote and agree this. The Chair asked that Cllrs send any views on this matter to the steering group reps.	**CLERK / All**
26.4	**Cllr Northam and Young – Joint Parishes Cemetery Committee.** No meeting to report	
26.5	**Cllrs S. Alexander, Trundle, Bell and Parsons – Climate Change Emergency working party.** No meeting to report.	
26.6	**Cllrs S. Alexander and Parsons – South Downs National Park**. No meeting to report	
26.7	**Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee**. Cllr S. Alexander reported on the meeting held on the 13th June and that the service was going well, numbers were up, and with a service about to start in the MPF Changing rooms. He was also happy to announce that the meeting was attended by three Junior youth leaders who presented their ideas. He stated that the group were very interested in any volunteers who could be willing to help at the youth club sessions.	
26.8	**Cllr I. Alexander – Steyning Society - update on the Steyning Heritage List Project.** Cllr Alexander stated that the final draft of the register was out for final proof reading and that it covered about 100 properties, with final publishing due in a couple of weeks' time	
26.9	**Cllr Trundle – Greening Group update**. Not attending the meeting	
FULL/22/27	**COMMUNITY MATTERS**	
27.1.1	**To agree the publicity required for the Neighbourhood Plan referendum.** The Clerk outlined Banner and Poster publicity proposals, as well as talking through the reasoning behind him asking the SPC Planning Consultant to draft a 'Q and A' document, so that residents' queries	

could be dealt with proactively, and that it would provide an impartial guide to voters, so that it could be understood precisely what a 'Yes' and 'No' vote stood for. There was discussion concerning possible changes to the running order of Questions and Answers so as to emphasise two of the more important reasons for voting in a particular way. Also, there was an amendment to the content of one of the Answers discussed. And that the 'linked' documents are put towards the end of the 'Q and A' rather than at the front, again to emphasise the importance of the Questions and Answers themselves. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC approves the 'Q and A' subject to the five amendments suggested and the approval of HDC {Senior Neighbourhood Planning Officer} and whatever of those amendments that are agreed; however, if HDC do not approve this then SPC accepts the version as presented in the supporting papers tonight. **CLERK** **CLERK**

The Amendments being

1. The Q '*What happens if people of Steyning vote No at Referendum'* should be a first Q, not tucked within the second page.
2. The Q '*What happens if people of Steyning vote Yes at Referendum'* should be next Q not tucked within the second page.
3. Instead of {Amending words and order}

   Q: ***What happens if the people of Steyning vote NO at referendum?***

   A: *If it is not accepted, the Neighbourhood Plan will not be used to determine planning applications, and all the new local requirements, volunteers have worked hard to ensure, will be scrapped.*

   Development will not be plan-led and there will be less specific protection against the adverse impacts of development.
4. *Amend to*

   Q: ***What happens if the people of Steyning vote NO at referendum?***

   A: *A Neighbourhood Plan provides protection against the adverse impacts of development, without a plan we do not get that protection*

   If it is not accepted, the Neighbourhood Plan will not be used to determine planning applications, and all the new local requirements, volunteers have worked hard to ensure, will be scrapped.
5. That the Links to the supporting documents are placed at the end of the document rather than at the front

Agreed.

27.1.2 **Publicity for the Referendum.** The Council discussed and agreed the four positions for four banners if that was agreed. The four preferred positions being the access junction off the bypass at the Ashurst end, The railings by the mini roundabout, adjacent the bramber roundabout entrance, and outside the Steyning Centre on the railings. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Northam that SPC agrees to purchase four banners at the proposed size of 800mm x 2000mm. **Agreed**

27.1.3 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC puts up an A3 poster on the Bus Shelter and also on every notice board that is ours and that we have access to, to maximise publicity**. Agreed** **CLERK**

27.1.4 Council discussed the contents of the publicity banners and posters. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the wording on the banners / posters include if possible '*Steyning Neighbourhood Development plan* ; '*Referendum on the 14th July'* ; '*Voting at the Steyning Centre*' ; '*Have your Say'* ; The Web site ; And a 'QR Code' linking to the Web site 'Q and A'**. Agreed** **CLERK**

27.2	**To agree a new Gas contract for the Steyning Community Centre**. Cllr Norcross **proposed, seconded** by Cllr I. Alexander that SPC agrees to give the Clerk delegated authority to find the best price with a supplier and the best term of the contract, and the agreement that is sent through be signed by the Responsible Finance Officer, plus one other councillor signatory. **Agreed**	**CLERK**
27.3	**To agree the date, time and plan for the Chairman's Function.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the date for the Chairmans function be the 14th September '22 and that weather permitting the doors are open and it can be outside. **Agreed**	**CLERK**
FULL/22/28 **28.1**	**NOTIFICATION - Expenditure under S137 of the Local Government Act.** The maximum allowable expenditure, which is now index linked, from 1st April 2022 is £8.82 per head of electors within the parish. The up-to-date electoral roll numbers being 4,562 would give an upper limit allowable for 2021/22 of £40,286 (provided expenditure has been included in the budget). For 2021/22, SPC spent a total of £9,262 under Section 137. This figure being derived from the cumulative total of the SPC grant related expenditure, that being General Grants £2,000, Royal British Legion Grant - £150, Steyning in Bloom Grants of £4,600 and the Isolation and Loneliness Grants totalling £2,512. SPC have always detailed the grants expenditures on the Web Site, but after discussing this with the Internal Auditor it was felt it should also and more properly be notified under Section 137 at a council meeting.	**CLERK**
FULL/22/29	**COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**	
29.1	**Community Committee –** Cllr Norcross **proposed, seconded** by Cllr S. Alexander 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. **Agreed 7 For, 3 Abstained.**	
29.2	**Finance and General Purposes Committee.** Cllr Norcross **proposed, seconded by** Cllr S. Alexander to receive the Minutes and Draft Minutes of the meetings held on the 14th December '21, 11th January '22 and 15th March**. Agreed 8 For 2 Abstained**	
29.3	**Planning and Premises Committee.** Cllr Norcross **proposed, seconded** by Cllr Hanson 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. **Agreed 8 For, 2 Abstained**	
29.4	**Personnel Committee.** Cllr Norcross **proposed, seconded** by Cllr I. Alexander 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**. Agreed 7 For, 3 Abstained**	
FULL/22/30	**PROGRESS REPORT**	
30.1	Wardens and PCSO's to report on antisocial behaviour issues and what is being done to avoid further issues. - **Ongoing**	**CLERK**
30.2	How to interpret Risk Assessments – Cllr Training exercise from the Clerk - **Ongoing**	**CLERK**
30.3	SPC Chairman to respond to residents' letter and the two remaining questions - **Ongoing**	**Cllr Norcross**
30.4	£250 Grant to the Ukrainian Refuge Charity - **Ongoing**	**CLERK**
30.5	Ukrainian Refuge Charity to possibly have Councillor representation – **Ongoing** Cllr Bell updated that the Ukrainian refuge centre opened its doors officially on the 19th June to help the 50 to 60 hosts and families coming from the Ukraine adjust to a new life in Steyning.	**CLERK**

30.6	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 - **Ongoing**	**CLERK**
FULL/22/31	**CORRESPONDENCE AND INFORMATION ITEMS**	
31.1	Letter from Andrew Griffith MP	
FULL/22/32	**DATE OF NEXT FULL COUNCIL MEETING: 18th July 2022 at 7.30pm**	

Meeting closed at 9.41 pm

Signed …………………………………………… Date 18th July 2022
Chairman

video recording of this meeting is available at
https://youtu.be/pFJyrVvYinU

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