
MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON THURSDAY 27TH APRIL 2021 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link: Cllrs Young (Chairman), Lloyd, Hanson, Northam, S. Sullivan, G. Sullivan and Alexander.

Clerk: John Fullbrook

Members of the Public: 8 (including District Cllr Bob Platt, County Councillor David Barling and Warden Michael Pearce)

Meeting commenced 7.32 pm

MINUTES

ACTION

FULL/20/154 APOLOGIES FOR ABSENCE

154.1 Apologies were received from Cllrs Goldsmith, Rudkin, Norcross and Trundle.
Cllr Campbell was absent.

FULL/20/155 DECLARATIONS OF INTEREST

155.1 None for this meeting

FULL/20/156 QUESTIONS FROM THE FLOOR

156.1.1 **Q** - Trevor Cree made a statement concerning the new schedule of meetings that has been introduced recently by the council. He voiced his concern for the removal of some of the meetings from the schedule which he believed would affect the council transacting business efficiently. He said that open and transparent public meetings are fundamental to our democracy and the Council is undermining resident trust when so many discussions, formerly held in public, are now to be held behind closed doors. He requested that the SPC leadership reconsiders the meeting schedule prior to the Annual Parish Council Meeting to be held on Monday, 17th May 2021, and reinstates all of the currently deleted meetings.

156.1.2 **A** - Cllr Northam made a point of order- asking Mr Cree to explain his comment.

156.1.3 **Q** – Mr Cree responded - as several meetings have been deleted from the schedule it means that there are sometimes 2 months between council meetings and so there will be so much happening out of public view and is unacceptable.

156.1.4 **A** - Cllr Northam stated that nothing is happening behind closed doors that wasn't then made public and that the statement was not either fair or correct. The council is trying a different approach by combining meetings in the interest of efficiency and would hope that Mr Cree will indulge the council during this trial as if it doesn't work the council will change it.

156.1.5 - Mr Cree responded that he was quite happy to do that.

156.1.6 **A** - Cllr Young reiterated that decisions are not being made behind closed doors, everything is open and transparent and was saddened that he felt he needed to make his statement.
The Clerk informed that the new reschedule is only decreasing the annual tally of meetings by 6 for the year, and that last year Steyping Parish Council convened more public meetings than any other council in the Horsham District which is the reason for the trial of the new schedule.

156.2.1	Q. Rosemary Barnard informed the council that over recent months there have been many issues on the Memorial Playing Field by a bench backing onto the wall of the Charlton Street residents. They are leaving a great deal of mess of litter, bottles, cans and evidence of smoking weed. They are unpleasant and intimidating when approached. The PCSO's, Police and Wardens have all been involved in requesting the youths to move to another location or to clear up after themselves but to no avail. Rosemary asked if it would be possible to move the bench to another area of the Memorial Playing Field where it may not affect any other users or residents.	
156.2.2	A. Cllr Young suggested that the issue be placed on the next Community Committee agenda for discussion and possible solution. Cllr Alexander stated that this would be a good time to discuss once more the project options for re installing CCTV at the memorial playing field.	CLERK
156.3.1	Q. Philip Bowell noted that Roger Potter the Chairman of Bramber Parish Council is retiring this year and he Stated that he hoped that the parish council would write a letter of thanks to Roger Potter for the work he has done and support he has given over the years in his capacity as Cllr and Chairman of Bramber Parish Council.	
156.3.2	A. Cllr Young thanked him for his suggestion. The Clerk informed that he had received an email with this information and would be forwarding it to all councillors for their information and for suggestions for what the council would wish to do.	CLERK
FULL/20/157	MINUTES OF PREVIOUS MEETINGS	
157.1	The Clerk informed that there was an incorrect year date for these sets minutes being discussed (2020 instead of 2021) therefore when agreeing it will be subject to the date being amended to 2021. Cllr Young proposed, seconded by Cllr Lloyd that the minutes for 15th February, 15th March EOM and the 25th March EOM be accepted as true and fair records of the meetings subject to the date change. Agreed 5 for (CY,TL,SA,SN,DH) 2 abstentions (SS,GS)	CLERK
FULL/20/158	MATTERS ARISING	
158.1	Clerk to make agreed amendment to the 18 th January minutes – Actioned	
158.2	Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – Ongoing	CLERK
158.3	SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – Ongoing The Deputy Clerk reported that the solicitors have the necessary documents which are being prepared for submission to the Land Registry Office, once these are submitted there will be long delays before the registration will be complete.	D. CLERK
158.4	Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Ongoing This will be done once Covid restrictions are eased. Cllr Alexander noted that Debbie Wood is leaving the Hub and moving on and requested that the council write to her with thanks for her hard work and support Over her years at the Hub. Cllr Young agreed this could be done	CLERK
158.5	Internal Auditor appointment details to be brought back to Full Council – Ongoing This will be discussed when there is sufficient room on the agenda.	CLERK
158.6	5 th January Community Committee draft minutes to be taken to future Full Council to be received – Agenda 12.2	

- 158.7** Cllr Lloyd to see if a consultation response could be sent in late, Clerk to distribute HDC response – **ongoing** **CLLR LLOYD**
Cllr Lloyd hasn't heard back from HDC and has asked again if the council can still be considered – response awaited.
- 158.8** SPC to be represented at discussions to agree WSALC position – **See item 161.1**
- 158.9** New SPC Meeting Schedule to be published – **Actioned**
- 158.10** New FOI Panel to be convened – **Actioned**
- 158.11** Clerk to amend SPC scheme of delegation as per agreed – **Actioned**
- 158.12** Council to possibly strive towards Living wage and accreditation to be discussed at Budget meeting – **Actioned**
- 158.13** Clerk to amend email policy as per agreed – **Actioned**
- 158.14** SPC publishes on its web site all Code of Conduct decision notices where sanctions are recommended – **Actioned**
- 158.15** Cllrs Campbell and Goldsmith direct correspondence for the Clerk's office via the SPC Chairman **CLERK**
– **Ongoing committee** -This to be reviewed at a personnel Meeting.
- FULL/20/159** **REPORT FROM COUNTY COUNCILLOR - This item was delayed as Cllr Barling arrived late**
- FULL/20/160** **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 160.1** Cllr Bob Platt – (HDC) update
Cllr Platt informed the meeting that the Draft Local Plan was due to be presented to HDC in April for approval and regulation 19 submission, unfortunately advise has been received that further consultation is required so this will be delayed until June. There has been quite a reaction to the plan by the public regarding significant development proposals in Buck Barn and Adversane and other sites. There is also disquiet for proposals in West Ifield and the Rookwood site that have plans to replace part of Golf Course with a housing estate. HDC have to produce a plan with enough housing to fulfill the Government's target which is believed to be excessive. He will keep the council informed with any further information.
Cllr Young thanked Bob for the report.
- FULL/20/161** **Cllr Young brought forward Governance Items.**
- 161.1** **GOVERNANCE MATTERS –**
To discuss the SPC position with regards to SSALC and WSALC
Deputy Clerk attended the WSALC Clerks meeting on 15th April. A supporting paper was circulated to all cllrs with the details of the new association and the differences that have been implemented in the change from SSALC to WSALC. The annual invoice has been received which is 10% cheaper than last year.
Cllr Northam asked how many parish Councils fall under WSALC?. Deputy Clerk responded that she was aware of at least 65 parishes attending recent meetings and at the meeting on 15th April there were 57 parish councils represented and all appeared to be happy with the implemented changes and the proposed way forward with WSALC.
Cllr Northam asked where WSALC's source of income is from. The income comes from the annual fee from each Parish Council and the training sessions that they provide .
Cllr Alexander **proposed, seconded** by Cllr Northam that the council move forward and become a member of WSALC. **Agreed** **CLERK**

- 161.2 Working practices WP to consider Policies including updated Health and Safety Policy and a new SPC Policy for marking the death of the Sovereign or other Senior National Figure**
 Clerk suggested that a Working Practises meeting be convened to discuss the upgrade of the Health and Safety Policy and the suggested new policy.
 Cllr Young **proposed, seconded** by Cllr Lloyd that the meeting be convened after the May annual meeting a working practises working party to review and make recommendations on policies including the Health and Safety and considered a new policy to mark the death of a sovereign or other national figure **Agreed.** **CLERK**
- 161.3 Clerk update on SPC Meeting format changes regarding adherence to the latest Covid regulations.**
 The Clerk updated that the latest government regulations for meetings require that from 6th May virtual meetings are not permitted. Face to face meetings can be held from 17th May. The Annual Parish Meeting will be held in Coombe Court on 17th May following covid safe guidelines. There will be a limited number of residents allowed to attend the meeting. The committee meetings between May and 21st June will be held in Saxon Room with a limited number of public attendees. It is proposed that the meeting will be live streamed if possible. A risk assessment will be created by the the Clerk and sent to all Councillors. **CLERK**
- Neighbourhood Wardens left the meeting to deal with an anti- social issue at 8.35pm.**
- 161.4 Update from the Clerk regards the May Local elections.**
 The Election on 6th May will be held at the Steyning Centre by Horsham District Council from 6.30am to 10pm. Steyning has an uncontested election and will therefore have 2 new Councillors taking office from 10th May. The new Councillors are Ian Alexander and Richard Bell. **CLERK**
- 161.5 Update from Clerk regards 20/21 SPC End of Year Finances.**
 The Clerk reported that the provisional End of Year figures will be showing a small surplus. The main reasons the Council is able to show surplus instead of deficit on the year is that there have been three successful grant applications amounting to £24,000 from HDC to help cover the substantial loss of income from having to close or restrict opening of the Steyning Centre throughout the last Covid year. There has also been significant savings on the staffing costs and prudent use of funds regarding the general expenditure throughout the year. A new format for showing the budget has been agreed at F&GP Committee for future reports. Clerk and Deputy Clerk were thanked for their work in applying for the grants from HDC. **CLERK**
- FULL/20/162**
- 162.1 NEIGHBOURHOOD WARDENS' REPORT**
 To receive the Neighbourhood Wardens report for January, February, and March 2021.
 The supporting paper report was taken as read.
- FULL/20/163**
- 163.1 SPC PROJECTS UPDATE**
Proposed 20 mph Steyning Speed limit Questionnaire.
 Information from Geoff Barnard has been received concerning the responses from the survey. There has been so far 1199 responses, 64% in favour and 31% against. 18% of the responses were in hard copy, 82% were online. The group are continuing to campaign in Schools. The closing date for the survey is 30th April 2021. Cllr Northam queried where the costs would be coming from. Clerk informed that Section 106 is hoped to be used for this. Cllr Lloyd advised that there may be a small cost for the parish council. Cllr Lloyd thanked Geoff, Dean and Ian for their hard work put into this survey. Cllr Hanson informed that the next working party meeting is on 11th May and a report will follow that meeting. **W.PARTY**
- 163.2**

To discuss that SPC submit a letter of intent to HDC in terms of possible funding for a pocket park or other positive joint climate change development at Chandlers way.

The Clerk advised that there is a working party planned for Thursday 29th April with the Greening Group and the Climate change parish council representative, Cllr Alexander, to discuss the opportunity to apply for a climate grant from HDC for a 'pocket park' or similar at Chandlers Way. The first tranche for this grant is to be applied for by 14th May however as this is very soon, the group won't be ready so instead to send a letter to inform HDC that there may be interest of intent for a future tranche.

Cllr Lloyd **proposed, seconded** by Cllr Alexander that the Clerk is delegated to send a letter of intent to lodge the Parish council position to hopefully put the council in line for a grant at a later date. **Agreed.**

CLERK

163.3

To discuss whether SPC decide to ask that the High street temporary pedestrian / traffic measures are removed forthwith.

It was noted that the temporary pedestrian traffic measure has been removed unofficially. The parish Council are still required to write to HDC to inform if it is to be removed permanently. Cllr Alexander **proposed**, to have the pedestrian traffic measures permanently removed as soon as possible.

Cllr Northam **proposed** an amendment to the proposal, **seconded** by Cllr Alexander to formally write to HDC to request removal of the equipment as it did not represent the original scheme. It was noted that the unauthorised removal of the equipment, such as happened in this case, was potentially a very dangerous act and should have been avoided. **Agreed**

CLERK

163.4

To discuss any actions following the request from the Steyning Society regarding assistance with compiling a Local Heritage List.

Following a request made to the planning Committee by the Steyning Society for a councillor to assist with a Local Heritage List.

Cllr Alexander **proposed, seconded** by Cllr Northam that there will be a Cllr representative Appointed to the group but will defer the appointment until the Annual Parish Council Meeting in May.

CLERK

163.5

Cllr Young stated that a briefing paper from the warden report had been overlooked earlier in the meeting concerning the wardens delivering over 200 food parcels during the lockdown and wanted to record a vote of thanks to them for this and the fabulous work that they do. Cllr Lloyd **proposed, seconded** by Cllr Young that the Clerk be delegated to write an official letter of thanks to the wardens for their community spirit particularly during the lockdown. **Agreed.**

CLERK

Cllr Young returned to Agenda items 7.2 to 7.10 at this point of the meeting

FULL/20/164

164.1

Cllr Tim Lloyd – (HDC) update

No further information other than its very important to get the Local Plan finished

164.2

Cllr Tim Lloyd – (HALC/ SALC/NALC) update

HALC meeting on the 29th April at 7pm

164.3

Cllrs Chris Young and Hanson – Isolation and loneliness / PPG update

Cllr Young reiterated that Debbie Wood leaving the Hub will be a great loss. Cllr Young will report To council on the replacement once there is one.

The PPG update will be placed on the website. They have informed that the temporary marquee will now be removed from outside the Health Centre and the waiting rooms will be opened with social distancing. 57% of the residents have now had their first vaccinations and Henfield Health Centre are now concentrating on out the 2nd vaccinations. There will be two new Doctors starting at the practice in September, Dr Rainbow while continuing as a Dr is standing down as a

D CLERK

164.4 partner and Dr Holdaway will be taking on this role.
Cllrs Alexander and Lloyd – Update on Wardens Steering Group
 No Meeting has been convened.

164.5

Cllr Northam – Joint Parishes Cemetery Committee

Face to Face meeting to be convened outdoors in the cemetery on 28th April.

164.6 **Cllrs Alexander, Trundle and Northam – Climate Change Emergency working party.**
A Meeting is planned for Thursday 29th April @4.45 pm with members of Steyning Greening Group to discuss the possibilities of a pocket park at Chandlers Way play area.

CLERK /
Clrs

164.7 **Cllrs Alexander and Lloyd – Update LAT** - No meeting has been convened.

164.8

Cllr Alexander – update on Joint Parishes Youth Committee

Next meeting is now to be convened for the 19th May. It was noted that the service providers for the youth have won an award, Clerk to update what the award is when more information is received.

CLERK

164.9

Cllrs Alexander and Norcross – South Downs National Park

There is a planned webinar on 15th June for 2 members to attend. Cllr Alexander will attend.

**Cllr
Alexander**

FULL/20/165
165.1 PROPOSED SOFT SANDS EXCAVATION AT HAM FARM

To discuss any required actions after update from Cllr Hanson regards the

latest Soft Sands statement from WSCC and any recommendations from the working party

The Clerk updated the Council concerning the Soft Sands situation.

A working party was held on 20th April to discuss the result of the hearings held in August and the subsequent report.

The working party recommended two options for the council to discuss

1. That SPC agree not to make a representation to the High Court as it would be an inappropriate use of time, effort, resources and finance to do so and would rather that the Clerk responds to the letter that no challenge would be made by SPC at this stage.
2. SPC is best advised wait to make a possible challenge to points contained within the document if and when a planning application is submitted by the commercial operator, to undertake a quarry excavation project at the Ham Farm site. In the meantime the Council agrees that the working party continue to look at gaining technical advice and expertise from a suitable planning consultancy or similar. The working party should compile an outline brief to be agreed by SPC so that it is possible to gain a realistic estimate as to what it could cost to successfully challenge a planning application in this instance.

Cllr Hanson **proposed, seconded** by Cllr Alexander that the council do not to make a representation to the High Court and that the Clerk responds to the letter that no challenge will be made at this stage. **Agreed.**

CLERK

CIr Alexander **proposed** that the working party should compile an outline brief of points most likely to be successfully questioned to be agreed by SPC so that it is possible to gain a realistic estimate as to what it could cost to successfully challenge a planning application in this instance.

Cllr Northam **proposed** an amendment that the working party should compile an outline brief of points most likely to be successfully questioned, to be agreed by SPC, so that it is possible to gain an estimate of what the cost would be to challenge a planning application.

Cllr Alexander **seconded. Agreed**

W. Party

FULL/20/166

166.1

Cllr Barling arrived 21.30pm and spoke to his report which was item 159 above.

He informed that he has been working with a group of residents from Godstalls lane who are making a community highway application as there have been many issues with getting large vehicles, especially the dust cart, down the lane due to parked cars.

Following a discussion and some confusion whether the request is for widening the road and if the double yellow lines are required.

Cllr Northam **proposed, seconded** by Cllr Lloyd that Cllr Barling take the request back for clarification but the council have registered not in favor of the Hills Road request. **Agreed**

Cllr Barling

166.2

It was noted that this is Cllr Barling's last meeting with Steyning before standing down as a County Councillor. Cllr Young thanked, on behalf of the Council, Cllr Barling for the 8 years of Support to Steyning Parish Council as a County Councillor.

FULL/20/167

167.1

REQUESTED MOTION

Motion - That the following provision in the Scheme of Delegation be amended as shown in italics 3.1.17 Dealing with all FOI/SAR requests as per the FOI Policy and report these *at its next meeting To F&GP and to copy in all relevant committee members (or full council members if the matter so relates) simultaneously with the answer being sent.*

Following some discussion

Cllr Young **proposed, seconded** by Cllr Northam that the motion be deferred to another full council meeting. **Agreed**

CLERK

FULL/20/168

168.1

CORRESPONDENCE AND INFORMATION ITEMS

HDC Request to assist with Clean-up day - this item had been missed but would be put on the website.

D Clerk

168.2

The Chairman of Steyning and District Partnership Visitor and Tourist group has written, of behalf or the group, requesting permission to have a summer BBQ on the MPF on 25th July Cllr Northam **proposed, seconded** by Cllr Hanson to provisionally support the date subject to the details being confirmed at a later time. 6 Cllrs supported this. It was noted that this was not a formal vote it was just to gauge the support for the BBQ.

CLERK

FULL/20/169

DATE OF NEXT FULL COUNCIL MEETING: Annual Parish Council Meeting – 17th May 2021 at 7.30pm

Meeting closed at 10.01 pm

Signed Date 17th May 2021
Chairman

video recording of this meeting is available at :

<https://archive.org/details/2021-02-15-steyning-parish-council-full-council-meeting-offical-copy>