

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 18TH JULY 2022 AT 7.30PM

Councillors Present : Cllrs Young (Vice Chairman), Parsons, Hanson, Northam, Lloyd, Bell

Clerks in attendance : John Fullbrook

Members of the Public : 3 {plus WSCC Cllr Paul Linehan}

Meeting commenced 7.30 pm

MINUTES

ACTION

FULL/22/33 APOLOGIES FOR ABSENCE

33.1 Apologies were received from Cllrs Norcross, S Alexander, I Alexander, Sullivan, Goldsmith, Rudkin, Trundle and District Councillor Bob Platt. Cllr Campbell absent.

FULL/22/34 DECLARATIONS OF INTEREST

34.1 None.

FULL/22/35 QUESTIONS FROM THE FLOOR (*in summary*)

35.1.1 **Q** – Alan – *The Wardens reports are always very interesting, and particularly when they are delivered verbally by the Wardens, and this also allows for direct questions. They are not here this evening nor at recent meetings and I wonder if this is going to be happening more often for some reason?*

35.1.2 **A** – *The Clerk responded that there is no recent change of procedure, and the lack of attendance has been partly due to illness and injury. But that they should be in attendance at least every third month and more often, every other month.*

FULL/22/36 MINUTES OF PREVIOUS MEETINGS

36.1 Cllr Young **proposed, seconded** by Cllr Lloyd that the minutes for the meeting dated the 20th June '22 be accepted as true and fair record. **Agreed**

FULL/22/37 MATTERS ARISING – These items were taken as read

37.1 **FULL/21/22.1** Cllr Platt to ask if redundant signposts could be removed & shrubbery beds could be managed by local groups within the Health Centre Car Park - **See item 38.1**

37.2 **FULL/21/22.3** Cllr Linehan requested to chase large road sign replacement, and sign on Bostal Road and to ask about police front desk manning at the Steyning police station - **See item 38.3**

37.3 **FULL/21/24.1** External Auditor Report comments noted, and new AGAR submission double checked – **Actioned**

37.4 **FULL/21/24.2** Additional governance explanation item noted in minutes – **Actioned**

37.5 **FULL/21/24.3** Amendment to 'governance variation explanation' wording completed - **Actioned**

- 37.6** **FULL/21/24.3** Annual Governance & Accountability Return plus supporting documentation sent to Ext. Auditors – **Actioned**
- 37.7** **FULL/21/24.4** FOI panel members confirmed and noted – **Actioned**
- 37.8** **FULL/21/27.1** Clerk to amend N. Plan ‘frequently asked questions’ document and seek approval from HDC – **Actioned**
- 37.9** **FULL/22/27.1** Clerk to complete design of Referendum publicity banners and posters with Cllrs emailed input - **Actioned**
- 37.10** **FULL/22/27.1** New A2 notice boards to be placed on Bus shelter for further N. Plan publicity – **Actioned**
- 37.11** **FULL/22/27.1** Four Banners to be produced and placed in agreed positions around town - **Actioned**
- 37.12** **FULL/22/27.2** New Gas contract agreement for Steyning Centre supply concluded and signed – **Actioned**
- 37.13** **FULL/22/27.3** Chairmans function date booked, and invitations sent out - **Actioned**
- 37.14** **FULL/22/28.1** Expenditure under S137 details noted within minutes - **Actioned**

FULL/22/38 **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

- 38.1.1** **The Clerk had received a report from Cllr Platt** - that he read out on his behalf. Within it the following was noted. Cllr Platt had been in touch with the Parking department at HDC and they will instruct their contractor to remove the redundant posts in the Health Centre Car Park. No date given on this, but when they have done so, he will put Cllr Ian Alexander in touch with the officer responsible at Horsham to discuss their plans for sowing wildflower seeds in the area of the planter beds.
- 38.1.2** The water neutrality issue continues to be the main news from HDC. It has stalled further progress on the HDC Plan, and most planning applications are on hold because of it. There is currently no indication when the matter may be resolved.
- 38.1.3** The change in leadership in the Council has led to the formation of a new Environment and Rural Affairs Policy Development Advisory Group (PDAG). The Council has also decided to set up a Climate Change panel of experts to advise it on policies in this area. A counter proposal for a resident Climate Assembly proposed by the Lib Dems and supported by the Greens was rejected.
- 38.1.4** Local councillors attended a site visit with the Planning Officer to Huddlestone Farm to view the area for the proposed Solar Farm. A revised plan has been submitted by the applicant showing a reduction in the total area of the site.
- 38.2.1** **Cllr Lloyd added** - that in terms of water neutrality there should be a statement from the HDC consultants before the end of July with HDC Full Council deciding a strategy to take the process forward (by October).
- 38.2.2** There is a vehicle replacement programme going on, but will not now include electric vehicles, as the current technology does not give enough charge to cover the distance involved in the daily rounds.
- 38.3.1** **Cllr Linehan reported** – that the signs are yet to be replaced as per noted within 37.2 above and he has chased these works. **Cllr Linehan**
- 38.3.2** Holiday activities and food programme – WSCC have facilitated over 32,000 places available over the summer period – this covers places for those normally receiving free school meals.

38.3.2	Virgin media installation – Thanks to Cllrs Goldsmith and Parsons for bringing to attention the fact that placing of distribution boxes seemed not to have been properly discussed through consultation, and that Highway regs need to be observed plus the fact that the installation is within a conservation area and a more sympathetic process of installation should have been suggested. Cllr Lloyd had added that the boxes ought to be painted a colour more ‘in keeping’ rather than a stark metallic box. Responses from WSCC and Virgin media framing a resolution to these issues will be communicated back through the Clerk to councillors	Cllr Linehan
38.3.3	Antisocial behaviour by groups of youths at the Bus Shelter and on the High Street. Cllr Linehan attended the site whilst the disturbance was taking place and relayed his concerns to the Assistant Chief Constable of Sussex police. A police response via regular drive-by attendance is expected for a short while, but a longer-term solution is clearly required, and proposed shutter and or CCTV installation was discussed. The possible short-term change of Neighbourhood Warden hours was also considered.	Cllr Linehan
38.3.4	Cllr Bell agreed that it was very important to ensure residents continued to register issues on the police 101 hotline to raise the profile of the issue. Cllr Parsons highlighted the fact that this is partly a seasonal issue because of the exuberance associated with the end of the exam season and perhaps short-term plans could be in place in anticipation of the problems next year.	
FULL/22/39	NEIGHBOURHOOD WARDEN’S REPORTS	
39.1	The Council received the reports for June. The main issues having already been discussed under the previous agenda item. The Clerk suggested the Local Action Team could be reconvened to deal with a combined approach to the situation of antisocial behaviour as it could include wardens, local PCSO’s, Cllr Linehan and SPC Cllr reps, then the recommendations could be brought forward to the Wardens Steering Committee. He also pointed out that the Shutter installation had been tried out and rejected at Henfield Parish Council, with their councillors deciding to install CCTV instead to deal with their similar issue. Cllr Young, proposed, seconded by Cllr Hanson that the Local Action Team be reconstituted to discuss the recent antisocial behaviour issue on the Steyning High Street. Agreed	CLERK
FULL/22/40	GOVERNANCE MATTERS	
40.1/1	Update on the Hoey – Ainscough review process. The Clerk reported that Hoey Ainscough sent a letter and a link to an online questionnaire that was completed by SPC Councillors and staff. HDC and Hoey Ainscough then suggested that additional persons could be asked to complete the forms. The list was limited to that of ex. councillors who had served since May 2019, and some Steyning key stakeholders and regular attendees to Council meetings also being asked.	
40.1.2	After the online questionnaire was completed, serving councillors and staff were each asked to participate in a 30-minute interview at the Steyning Centre with three representatives from the Hoey – Ainscough team in attendance. This took place on the 23 rd June with 12 councillors and staff taking part.	
40.1.3	As well as this, one of their team sat in with staff on a day in June to check the Council’s policies, processes and procedures.	
40 1.4	There is to be a final meeting to be attended by Councillors, staff, HDC monitoring team reps and members of the Hoey Ainscough team to discuss matters arising from the information gathered. The first attempt to schedule this meeting for the 20 th July could not take place because unfortunately there were some notable absentees, so instead there is an agreed date now scheduled for the 6 th September, but to facilitate this an SPC meeting needs to be rescheduled. Cllr Young proposed, seconded by Cllr Hanson that SPC agrees an amendment to the SPC meeting schedule to allow for the final review meeting to take place with Hoey-	CLERK

Ainscough on the 6th September and that the Community meeting (currently on that day) be rescheduled to the 4th October . **Agreed**

- 40.2.1** **To discuss a process of delegation for the planning committee to deal with planning applications that require comments before the scheduled monthly planning and premises meeting.** The Clerk clarified that provided there was proper delegated authority, in this case outlined by the 5 point plan noted within the supporting papers, then it was an entirely proper course of action to ensure all planning applications could be commented on by councillors and these comments and or objections be sent to HDC, even if applications fell outside the deadline date parameters which otherwise allowed them to be considered within the normal scheduled monthly meetings. **D CLERK**
- 40.2.2** Councillors suggested the following amendments to Point 3 - *'Should HDC Planning decline to extend the consultation deadline for such a planning application(s), the Deputy Clerk will email all planning committee members with details of the plans concerned, requesting **all** members to inspect the plans individually and respond with their comments promptly. **A quorate number of 3 or more Councillor responses is required.**'*
- 40.2.3** Point 5 - to amend by adding *'or there are significant objections raised by the public, **or the applicant**, then the Deputy Clerk will schedule a Planning Committee EOM to consider the plan in the normal way.'*
Cllr Young **proposed, seconded** by Cllr Lloyd that SPC accept the 5-point plan put forward via supporting papers , but to include the two amended points (noted above), to allow delegated authority for the Planning and Premises Committee to deal with planning applications that require comments before the scheduled monthly planning and premises meeting. **Agreed 5 For, 1 against** **CLERK**
- 40.3** **SPC to provide comments in response to SDNP's Land Assessment consultation request, or whether it is left to individuals to make these comments.** Cllr Lloyd **proposed, seconded** by Cllr Northam that the clerk is delegated to ask the SDNP for an extension to the end of July so that the planning committee can discuss and assess the response {to this consultation} and should the extension not be granted that Cllrs can make individual responses to the consultation {to be in by Thursday 21st July}. **Agreed** **CLERK**
- FULL/22/41 NEIGHBOURHOOD PLAN**
- 41.1** **Following the Referendum on the 14th of July to update councillors and residents on any results or information.** The results went out to Cllrs and Steering Group members and were published onto notice boards within a couple of hours of receiving the results on Friday the 15th July. To confirm it was a good turnout of 20% of the electorate, that being over 900 votes cast, with 89% in favour of HDC and the South Downs National Park Authority being able to use the neighbourhood plan for Steyning Parish to help it decide planning applications in the neighbourhood area. It is now left to HDC to agree the plan can be 'made' at their Full Council meeting in September. Cllr Northam **proposed, seconded** by Cllr Bell that Council agree a vote of thanks to all who have been involved {in both the compilation of this Neighbourhood plan and the previous SWAB plan which might number up to 150 people} and ask the Clerk to pass on SPC's thanks. **Agreed** **CLERK**
- FULL/22/42 REPORTS FROM OUTSIDE BODIES**
- 42.1** **Cllr Goldsmith and Cllr Trundle – (HALC/ WSALC/NALC) update.** There was a meeting on the 13th July, but unfortunately Cllrs could not attend. **CLERK**
- 42.2** **Cllrs Young and Lloyd – Isolation and loneliness / PPG update.** Cllr Young updated that the Vintage Years group continue to thrive at their meetings on the first Friday of the month. The PPG reported problems with staff shortages at the Health Centre due to sickness.

- 42.3 Cllrs S. Alexander and Goldsmith – Wardens Steering Group.** No meeting to report
- 42.4 Cllr Northam and Young – Joint Parishes Cemetery Committee.** There are now two meetings each year, with the most recent taking place on the 4th July. The fees were increased by agreement. Receipts in the first quarter of this year amounted to £8,000 approx. with little associated expenditure. Reserves now total £112,000, £42,000 of which is recognised as working capital. There is 6 years capacity left given current 'demand'. £9,000 expenditure at last meeting approved for a combination of new signage, front gates, notice boards and fencing.
- 42.5 Cllrs S. Alexander, Trundle, Bell and Parsons – Climate Change Emergency working party.** Next meeting is to take place on the 20th July at 6pm. Cllr Bell reported on his recent visit to the Knepp estate whilst representing the Council – this being the re-wilding project. He also reported on the Weald to Waves project – its mission is to create a network of nature recovery across Sussex; to enable land managers along the route to create habitats and improve connections for wildlife by sourcing natural capital funding. The three goals are *'to contribute to national nature recovery by creating a thriving wildlife corridor 50 miles in length, from the Ashdown Forest to the Climping Gap near Littlehampton'*. The second is - *Buffered by regenerative and wildlife friendly food production we aim to create 10,000 hectares of contiguous space for wildlife, with rich, biodiverse habitats along the route, connecting them as much as possible so that animals can travel through the landscape easily.* The third is *to engage people and communities in nature recovery through the [Sussex Regeneration Collective](#) - a Sussex-wide map of all the nature projects across the county from garden to landscape level.*
- 42.6 Cllrs S. Alexander and Parsons – South Downs National Park.** No meeting to report
- 42.7 Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee.**
No meeting to report.
- 42.8 Cllr I. Alexander – update on the Steyning Heritage List Project.** Nothing to report
- 42.9 Cllr Trundle – Greening Group update.** No meeting to report
- FULL/22/43 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
- 43.1 Community Committee – Cllr Young proposed, seconded by Cllr Hanson to receive the Minutes and Draft Minutes from the meetings held on the 5th April, 7th June, and 5th July '22. Agreed.** **CLERK**
- 43.2 Finance and General Purposes Committee.** Cllr Young **proposed, seconded by** Cllr Lloyd to receive the Minutes of the meetings held on the 10th May '22. **Agreed**
- 43.3 Planning and Premises Committee.** Cllr Young **proposed, seconded by** Cllr Parsons to receive the Minutes and Draft Minutes of the meetings held on the 25th April, 23rd May and 27th June '22. **Agreed**
- 43.4 Personnel Committee.** Cllr Young **proposed, seconded by** Cllr Lloyd to receive the Draft Minutes of the meeting held on the 6th July '22. **Agreed**
- FULL/22/44 PROGRESS REPORT**
- 44.1 Wardens and PCSO's to report on antisocial behaviour issues and what is being done to avoid further issues. - Ongoing** **CLERK**
- 44.2 How to interpret Risk Assessments – Cllr Training exercise from the Clerk - Ongoing** **CLERK**

44.3	SPC Chairman to respond to residents' letter and the two remaining questions - Ongoing	CLERK
44.4	£250 Grant to the Ukrainian Refuge Charity - Ongoing	CLERK
44.5	Ukrainian Refuge Charity to possibly have Councillor representation – Ongoing Cllr Bell updated that the Brotherhood Hall is now being used as an 'English as a foreign language' centre for refugees	CLERK
44.6	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/22/45	CORRESPONDENCE AND INFORMATION ITEMS	
45.1	Steyning by-pass Ash Dieback assessment notification. – this notice will go on web site	CLERK
45.2	Steyning Roundhill Romp feedback – This good news event will go on the web site	CLERK
45.3	Promotion of the HDC Well-being service – One to one appointments to care for the wellbeing of over 18's who live in West Sussex – there is a service already available at the Leisure Centre, but HDC may start up a session at the Steyning Centre	D. CLERK
45.4	Shoreham Cement works - consultation of the 'Area Action Plan' is open until the 2 nd August As per supporting papers. Cllr Northam proposed, seconded by Cllr Lloyd to delegate authority to the Planning and Premises committee, should they so wish, to make a response on behalf of the Council to this consultation. Agreed	CLERK
45.5	Water Neutrality Meeting invite – for SPC Chair, and Chair of the Neighbourhood Plan group	Cllr Norcross & Cllr Bell
FULL/22/46	DATE OF NEXT FULL COUNCIL MEETING: 19th September 2022 at 7.30pm	

Meeting closed at 9.15 pm

Signed Date 19th September 2022
Chairman

video recording of this meeting is available at
<https://youtu.be/QkJ4muLnx7w>