

Date published 11th January 2023

**TO ALL MEMBERS OF STEYPING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 16th JANUARY 2023 AT 7.30 PM
AT THE STEYPING 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 Steyping Parish Council. Members of the public are also advised that by attending a meeting of Steyping 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 {2 minutes}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {2 mins}** - 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 {5 mins}** - To agree the minutes of the meeting held on the 21st of November 2022 as a true and fair record.
- 5.0 MATTERS ARISING {5 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/22/52.3** Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media installation, local water resources and outstanding Highway scheme applications – **See item 6.3**
 - 5.2 FULL/22/68.1/2** Clerk to inform HDC regards Council's Hoey Ainscough report agreements - **Actioned**
 - 5.3 FULL/22/69.3** Wardens Steering Committee to discuss reconvening L.A.T. – **Actioned/ See item 9.3**
 - 5.4 FULL/22/69.7** Chair & Clerk delegated to write to Cricket Club regarding conduct of some or their members - **Actioned**
 - 5.5 FULL/22/72.1** Boundary commission consultation to be discussed at Premises Committee - **Actioned**
 - 5.6 FULL/22/74.1** Annual Community Award winners to receive awards at Chairman's function - **Actioned**
 - 5.7 FULL/22/75.2** Clerks office to observe agreement recommended by the Personnel committee regarding future meetings with a Councillor - **Actioned**
- 6.0 REPORT FROM DISTRICT AND COUNTY COUNCILLORS {20 mins}**
 - 6.1** Cllr Bob Platt – (HDC) update
 - 6.2** Cllr Tim Lloyd – (HDC) update
 - 6.3** Cllr Paul Linehan – WSCC update
- 7.0 NEIGHBOURHOOD WARDENS REPORT {10 mins}** (See supporting papers).
- 7.1** To receive the Neighbourhood Wardens reports for November and December 2022

8.0 GOVERNANCE AND FINANCE MATTERS {50 mins}, (See supporting papers)

- 8.1** To approve the recommendation from the Finance and General Purposes Committee and agree the Steyning Parish Council 2023/2024 Budget and associated Precept request to HDC for 2023/2024, plus the Band D tax figure.
- 8.2** To discuss and agree as per recommendation from the planning and premises committee that SPC approves and adopts the Steyning Local Heritage List as per supporting papers.
- 8.3** To discuss and agree to a letter of support to be sent to our representative MP as per supporting papers in regards to the subject of a parliamentary Early Day Motion – ‘Intimidation at community, parish and town councils (EDM 611)’ - to promote civility in public life for councillors and staff working for principal councils.
- 8.4** To discuss any progress made regarding the H.A. Implementation Plan
- 8.5** To discuss the theme of this year’s SPC March Annual Parish Meeting – Councillors to bring their ideas please

9.0 REPORTS FROM OUTSIDE BODIES {20mins} , (See supporting papers)

- 9.1** Cllr Goldsmith and Trundle – (HALC/ WSALC/NALC) update
- 9.2** Cllrs Young and Lloyd – Isolation and Loneliness / PPG update
- 9.3** Cllrs S. Alexander and Goldsmith – Wardens Steering Group and to discuss and agree any actions
- 9.4** Cllr Northam and Young – Joint Parishes Cemetery Committee
- 9.5** Cllrs S. Alexander, Trundle, Bell and Parsons – Climate Change Emergency working party
- 9.6** Cllrs S. Alexander and Parsons – South Downs National Park
- 9.7** Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee – to agree any matters arising.
- 9.8** Cllr Trundle – Greening Group update

10.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS {5mins} (Supporting papers)

- 10.1 Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 4th Oct ’22, 8th Nov ’22 and 6th Dec ’22.
- 10.2 Finance and General Purposes Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 12th July ’22, 3rd Oct ’22, 15th Nov ’22 and 13th Dec ’22.
- 10.3 Planning and Premises Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 25th July ’22, 30th August ’22, 26th Sept ’22, 24th Oct ’22, 28th Nov ’22 and 19th Dec ’22
- 10.4 Personnel Committee** - To receive the Draft Minutes of the 16th of Nov ’22 meeting.

11.0 PROGRESS REPORT {5mins}

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

- 11.1** How to interpret Risk Assessments – Cllr Training exercise from the Clerk
- 11.2** 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
- 11.3** Signing of previous F&GP minutes – to be brought back to Full Council
- 11.4** Clerk to discuss any new S106 funding opportunities with HDC
- 11.5** Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report}
- 11.6** Working practices to consider strengthening the email policy with regards to threatening and vexatious emails
- 11.7** Virgin Media installation – Cllr Lloyd to gain information for clerks’ distribution to members

12.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

- 12.1** None at time of printing

13.0 DATE OF NEXT FULL COUNCIL MEETING: 20th FEBRUARY 2023 at 7.30pm

**John Fullbrook,
Clerk to the Council**



Locum Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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