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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 21st NOVEMBER 2022 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Parsons, Lloyd, Hanson, I. Alexander, S. Alexander, & Trundle.

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : **10**

Meeting commenced **7.30 pm**

DRAFT MINUTES

ACTION

FULL/22/61 **APOLOGIES FOR ABSENCE**

61.1 Apologies were received from Cllrs Bell, Young, Northam, Sullivan & Rudkin, plus apologies received from District Councillor Bob Platt and County Councillor Paul Linehan. Cllrs Goldsmith and Campbell gave reasons for absence but stated at the time that they didn't want these reasons for absence noted in the minutes as an apology.

FULL/22/62 **DECLARATIONS OF INTEREST**

62.1 None.

FULL/22/63 **QUESTIONS FROM THE FLOOR *(in summary)***

63.1.1 **Q** – *Trevor Cree. In 2018, I proposed that SPC ensured there was proper publicity to encourage prospective new councillors for the 2019 May election. Will SPC confirm that in advance of next years election there will be a leaflet printed for every Steyning household to encourage and promote residents to become councillors and make for a properly contested election. I suggest £500 could be set aside for this promotion.*

63.1.2 ***A*** – ***SPC have not agreed upon a promotion as yet, but will certainly consider something similar to last time, as it certainly proved successful.***

63.2.1 **Q** – *I notice there are many references to councillor / staff interaction and to try and ensure there is more civility and respect shown – I would hope this ethos extends to communications from and to residents also, so our council can operate more efficiently and harmoniously in future on behalf of the community.*

63.1.3 ***A*** – ***Thank you***

FULL/22/64 **MINUTES OF PREVIOUS MEETINGS**

64.1 Cllr Norcross **proposed, seconded** by Cllr Lloyd that the minutes for the meeting dated the 10th October '22 be accepted as true and fair record. **Agreed 6 For, 1 Abstained**

FULL/22/65 **MATTERS ARISING –** These items were taken as read

65.1 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 66.3**

65.2 Clerk to appoint internal auditor **– Actioned**

65.3 All member working party to be convened on 7th Nov' 22, to discuss Hoey Ainscough report – **Actioned**

65.4 All member working party to be convened on 26th Oct' 22, to discuss Civility & Respect policy- **See item 68.1**

65.5 SPC Insurance Cover invoice to be paid **– Actioned**

65.6 Chairmans Neighbourhood Plan update and statement of thanks to be appended to Minutes **– Actioned**

65.7 Clerk to inform & update Cllrs as to HALC meetings details **– Actioned**

65.8 Cllr Young to pass on suggestion for more disabled bays at Health Centre **– Actioned**

65.9 Clerk to report back to Warden supervisor that two Cllr reps. still the preference of SPC - **Actioned**

65.10 Proposed checklist for planning to be discussed at next Climate Change working party **– See item 69.5**

65.11 LAT to be discussed at next Warden's meeting **- Actioned**

FULL/22/66 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

66.1 **Cllr Platt (HDC update)** – Not in attendance

66.2.1 **Cllr Lloyd (HDC Update)** – ***The HDC Building Control Team*** – Have won accolades at the Local Authority Building Control Excellence Awards – These being - Best partnership with a Storrington based business. Best Residential and Senior Commercial design for a scheme in Henfield, and they have been pronounced a 'Public Service Superstar'.

66.2.2 ***Planning Applications Team*** – Have been ranked 37th out of 330 nationally which is clearly a very good standard.

66.2.3 ***Carbon emissions at the Council*** – These have reportedly been reduced by 46% on the 2016 baseline figures. – Largely due to the adoption of HDO Fuel for the council's fleet of vehicles. The ambition is to reduce by a further 25% in the next three years. Electric street vehicles are being purchased.

66.2.4 ***Recycling rate*** – HDC are rated as 50th out of 338 local authorities.

66.2.5 ***Finance Position*** – Action will be required to avoid a deficit of £1 million each year for the next few years, this is due to the many national concerns including higher inflation rates and fuel bills. As staffing rates can not be reduced any further the shortfall is to be generated through tax, with a likely increase of £5 per Band D property next financial year.

66.2.6 ***A-Boards on Highways*** – There is to be more enforcement and regulation to avoid the number of A-Boards on our highways.

66.2.7 ***Cost of Living Crisis*** – There are measures being put in place in association with Age UK, Citizens Advice, and Horsham Matters. £250K extra costs being funded via Community Fund reserves spread over a two-year period.

S106 Funds – It would appear SPC might be able to apply for further monies – Clerk to approach Melanie Stowell **CLERK**

66.3 **Cllr Linehan (WSCC Update)** – Not in attendance {point 65.1 will be deferred to next meeting} **Cllr Linehan**

FULL/22/67 NEIGHBOURHOOD WARDEN'S REPORTS

67.1 The Council received the report for October. The Wardens were not in attendance and no questions were raised.

FULL/22/68 GOVERNANCE MATTERS

68.1 **Hoey Ainscough report update, and to agree the implementation plan and motion as proposed in supporting papers, so that SPC can begin dealing with any recommendations from the report.** The Chair and Clerk updated on the process involved with SPC getting to this point – This included an all member working party convening on the 7th November with the HDC monitoring officer in attendance. The proposed implementation plan was discussed at this meeting, with the Clerk subsequently compiling a draft plan based upon the details discussed, and this plan was presented as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr Parsons that SPC duly note the report from Hoey Ainscough Associates Ltd and have prepared a detailed implementation plan in relation to the recommendations contained in the report. SPC believes that some of the recommendations have already been completed but the majority require action. The proposed actions and timeframes are detailed within the implementation plan. SPC resolves to take the actions and to implement the recommendations as detailed and to report on the progress in 6 months and 12 months to Full Council and to the Monitoring Officer at Horsham District Council. **Agreed {unanimous}** **CLERK** **CLERK**

68.2 **To pass a resolution to sign up to the NALC civility and respect pledge, as per recommendation by the 26th of October all member working party**. The Chair confirmed this pledge was also a recommendation from the Hoey Ainscough report and was a statement of intent that this Council was determined to move forward more positively, and more collaboratively and also to actively challenge poor behaviour and more precisely to 'Call out Bullying', when it occurred. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Steyning Parish Council signs up to the Civility and Respect pledge as per the recommendation by the 26th of October all member working party. **Agreed {unanimous}** **CLERK**

68.3 **To agree as per recommendations from the Personnel Committee Meeting dated 16th Nov. 2022 as per supporting papers**.

68.3.1 The Chair spoke in support of the first Recommendation as per supporting papers. The contents of her statement are appended to these minutes. Other councillors spoke in support of 'drawing a line' and moving on from a pattern of poor behaviour. Cllr Norcross **proposed, seconded** by Cllr S. Alexander a vote of no confidence in SPC Cllr Paul Campbell {in view of his continuing harassment of the Office and the Clerk}. **Agreed {unanimous}** **CLERK**

68.3.2 The Personnel Committee resolved to recommend a second motion be agreed. Those councillors present further discussed the item and, in this matter, determined that there was a need to stop demanding, harassing, rude and vexatious emails which constantly undermine the councils processes and the clerk's office, and keep returning to items already agreed by Council . Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Working Practices consider strengthening the email policy with regards to dealing with threatening and/or vexatious emails. **Agreed {unanimous}** **CLERK**

FULL/22/69 REPORTS FROM OUTSIDE BODIES

69.1 **(HALC/ WSALC/NALC) update.** Cllr Trundle confirmed there were two meetings coming up – The WSALC meeting was on the 25th Nov.

69.2 **Isolation and loneliness / PPG update**. Cllr Lloyd confirmed there was nothing to report

69.3 **Cllrs S. Alexander and Goldsmith – Wardens Steering Group.** The clerk updated that at the next meeting there would be continued discussions concerning the possible reconvening of the Local Action Team and also discussions on the budget for the remainder of this year and for next year. **CLERK**

69.4 **Cllr Northam and Young – Joint Parishes Cemetery Committee.** No meeting to report **CLERK**

69.5 **Cllrs S. Alexander, Trundle, Bell and Parsons – Climate Change Emergency working party.** There was a meeting planned for the 17th Nov, but it was inquorate, so the clerk has rearranged for this to take place on the 30th of November.

69.6 **Cllrs S. Alexander and Parsons – South Downs National Park**. No meeting to report

69.7 **Update on Joint Parishes Youth Committee**. There was a meeting on the 27th October, and Cllr S. Alexander updated that the youth club reports were generally positive in terms of youth participation. However, one concern remained with regards to the Monday night Steyning sessions. This session which was agreed to be taking place at the Changing rooms and MPF, has had to be shifted to another temporary home. The new location is the Fletchers Croft Car Park, and it is to be run out of the youth service provider's 'Purple Bus' vehicle.
The Youth workers reported they had received intimidatory warnings not to undertake sessions at the MPF location. The Cricket Club management committee wanted it put on record that their committee had not made approaches or complained to the SPC Youth workers, nor knew anything of the allegations that the youth service providers had been intimidated by Club members and an SPC councillor to take their service elsewhere.
It seems the youth workers did not want to pursue the matter.
Cllr Lloyd **proposed, seconded** by Cllr Hanson that the clerk and chair be delegated to put together a letter to the Cricket Club requiring confirmation of the conversations that have already taken place on this matter. **Agreed** **CLERK**

FULL/22/70 **COMMUNITY MATTERS**

70.1 **To consider the Virgin Media broadband installation in Steyning and to discuss and agree any communications**. The Clerk had received a communication written by the Steyning Business Chamber which highlighted a number of shortfalls in consideration of the Virgin Media Steyning-wide installation and asked if Council wanted to consider similar comments. Cllr Lloyd outlined his personal concerns, but also stated that there were three dates for meetings to discuss the installation issues within the Steyning area, and that he would inform the Clerk of these details so that council could be more informed. **CLERK / Cllr Lloyd**

FULL/22/71 **PROGRESS REPORT**

71.1 How to interpret Risk Assessments – Cllr Training exercise from the Clerk – **Ongoing** **CLERK**

71.2 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 – **Ongoing –** This matter had been discussed at the All member working party on the 26th October with a suggestion for the clerk to complete a set of amendments but these have not been completed as yet **CLERK**

71.3 Signing of previous F&GP minutes – to be brought back to Full Council - **Ongoing** **CLERK**

FULL/22/72 **CORRESPONDENCE AND INFORMATION ITEMS**

72.1 Boundary Commission letter from Andrew Griffith – with consultation to follow – This item to be discussed at Premises & Planning Committee **CLERK**

FULL/22/73 **CONFIDENTIAL SESSION**

73.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under {agenda} items 14 and 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain**. Agreed**

FULL/22/74 COMMUNITY AWARD

74.1 **To agree nominations for the Annual SPC Community Awards.** Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the residents nominated as per numbered 1 and 2 within the confidential supporting papers receive an SPC Annual Community Award at the Chairmans Function on the 9th December 2022**. Agreed** **D CLERK**

FULL/22/75 NOTIFICATIONS

75.1 **Notification from SPC Insurers solicitor as to possible action from resident against SPC**. The clerk read out a statement from the SPC Insurers solicitors for the attention of the councillors present.

75.2 **Notification from Personnel Committee concerning future meetings between the Clerk's office and an SPC Councillor**. The Chair read out an agreement from the recent Personnel Committee {16th November} and welcomed further comments. All councillors present supported the findings of the Personnel Committee. **CLERK**

FULL/22/76 DATE OF NEXT FULL COUNCIL MEETING: 16th January 2022 at 7.30pm

Meeting closed at 8.58 pm

Signed …… Date 16th January 2023
Chairman

video recording of this meeting is available at -
https://youtu.be/ae-lKhMI0U4

APPENDIX

Chairman's statement under item 54.3.1

'I want to move to a Vote of No Confidence in Councillor Paul Campbell as he has demonstrated that he is not prepared to work either collaboratively or cooperatively with both the Office and the majority of his fellow Councillors. This is not a step we take lightly but as he has continued to show a lack of respect for John and the Office in general and there is clearly an irretrievable breakdown of trust and respect, as demonstrated by recent events. Paul persistently refuses to accept decisions made by Council that he doesn't agree with, which result in his constant challenging of these decisions, via the Office and or external bodies. This impedes the working of the Office and potentially brings the Council into disrepute.

The Council needs to be able to conduct business in a professional and non-confrontational environment. The residents of Steyning deserve a Council that is allowed to function as it should and Councillor Campbell's behaviour and approach impedes this process'.