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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th FEBRUARY 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, Hanson, S. Alexander, Goldsmith, I Alexander, Rudkin, Trundle, Campbell & Sullivan.

Clerks in attendance : John Fullbrook

Members of the Public : **8**

Meeting commenced **7.32 pm**

MINUTES

ACTION

FULL/22/90 APOLOGIES FOR ABSENCE

90.1 Apologies were received from Cllrs Parsons and Lloyd (who said he would be arriving later if at all, due to District Council business). Cllr Northam was absent.

FULL/22/91 DECLARATIONS OF INTEREST

91.1 Cllr I Alexander declared an interest in agenda item 8.8 as he is Community & District Partnership Chairman.

FULL/22/92 QUESTIONS FROM THE FLOOR ***(in summary)***

92.1.1 **Q** – *Phil Bowell – Wondered whether Steyning Council would reconsider its commitment to restarting the Council led 'Showcase event' as many of the local voluntary groups appeared to be suffering from falling membership, and that it was important for the local community to regenerate that membership. In the past the Showcase event has been an excellent vehicle for that purpose.*

92.1.2 ***A – The Chair explained she had discussed the matter with the clerk, and the clerk then explained that having received recent emails on this matter it was due to be discussed under correspondence in this meeting, but that in any case the 'Showcase' had indeed in the past been very well supported by groups and local businesses. Most recently it had not generated the attendance numbers everyone had hoped for, and this might have been down to an underpromotion of the event. However, he and the chair thought that if council supported the idea for further discussion then they would certainly do so at the next Full Council Meeting.*** **CLERK**

92.2.1 **Q** – *Dave Rowlands* **–** *Concerning agenda items 13 and 14, he wondered why they were to be heard under a confidential session and who decided that they should be confidential items?*

92.2.2 ***A – The Chair replied that she and the clerk had discussed and agreed that they might be heard within confidential session, especially item 13 that involved a contractual matter which could be 'commercial in confidence', but even so it was ultimately down to councillors to agree or not whether council was to go into a confidential session to discuss them.***

92.3.1 *Cllr Rudkin attempted to ask a question concerning a planning consent application, despite being informed that this was not the forum to do so by the Chair. He continued anyway to state that he wanted to know if Steyning Parish Council had received a bribe of £20,000 from Huddlestone Farm to allow the Solar Farm application to go through. He asked further questions, and the Chair asked him to desist from the disruption to the meeting that was being caused. He did not improve his conduct. Cllr Norcross* ***proposed, seconded*** *by Cllr S Alexander that under SPC Standing Order 2b Cllr Rudkin may no longer be heard from in the meeting.* ***Agreed. 7 For, 3 Abstained.***

FULL/22/93 MINUTES OF PREVIOUS MEETINGS

93.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 16th January '23 be accepted as true and fair record. **Agreed**

93.2 **Agreeing 21st March '22 Annual Parish Meeting Minutes.** Cllr Campbell raised a point of order stating the case for this item to not be agreed at this meeting, and rather it be agreed at the next Annual Parish Meeting. The clerk agreed to check advice and the item was deferred.

FULL/22/94 MATTERS ARISING – These items were taken as read

94.1 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 95.2** **Cllr Linehan**

94.2 Working Practices to consider policies as per requested and for their recommendations to be brought back to Full Council- **Actioned/ See item 97.2**

94.3 Antisocial behaviour working party idea taken to Premises Committee **– Actioned**

94.4 Precept request taken to Horsham District Council **– Actioned**

94.5 Steyning Heritage List adopted – Inform Steyning Society **– Actioned**

94.6 Implementation Plan – Clerk to make more interventions where necessary **– Actioned**

94.7 Theme of Annual Parish Meeting to be brought back for further discussion **– See item 97.6**

94.8 Rock Quarry consultation responses by Cllrs **– Actioned**

94.9 Consideration of what SPC plans to do for the Kings Coronation **– See item 97.7**

FULL/22/95 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS {Cllr Lloyd not in attendance}

95.1 **Cllr Platt (HDC update)** – ***The HDC Local Plan*** – The plan cannot be progressed until after the elections, but there will be a briefing on the levelling up and regeneration bill very soon. The water neutrality problem will continue to delay speculative planning applications for a while at least. Southern Water it seems need to improve their infrastructure.

Council Budgets – There will be a major meeting to make decisions on various budgetary items next week. HDC Council Tax is to increase by 2.99% this year - the lowest in the district.

95.2 **Cllr Linehan (WSCC Update)** – Not in attendance {point 94.1 will be deferred to next meeting}

FULL/22/96 NEIGHBOURHOOD WARDEN'S REPORT

96.1 The Council received the report for January. The Wardens were not in attendance and questions were raised about whether some of the report numbers related to hours or events. The Steering committee to raise this point and ask that future reports are clarified. **Wardens Steering Committee**

FULL/22/97 GOVERNANCE MATTERS

Cllr Campbell raised a point of order – asking that because the understanding of the position of purdah was important to know in relation to agenda items 8.3 and 8.5, that item 8.7 be heard ahead of them – The Chair agreed to do so.

97.1.1 **To agree the SPC Meeting Schedule for the next 15 months** – The clerk pointed out an amendment from the last approved schedule (agreed a year ago), in that there would be no F&GP committee now on the 9th of May '23 due to the election timetable. **CLERK**

Cllr Goldsmith **proposed, seconded** by Cllr Campbell that SPC agree to hold an F&GP meeting in April. **Agreed. 6 For, 3 Against, 2 abstained.**

97.1.2	Cllr Norcross **proposed, seconded** by Cllr Goldsmith that SPC agree to the new meeting schedule {as per supporting papers}, subject to an additional F&GP meeting being held in April. **Agreed**	**CLERK**
97.2.1	**To agree four draft SPC policies as per supporting papers and as per recommendations from the Working Practices Group.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC accepts the 'Model Councillor-Officer Protocol' as per supporting papers. **Agreed**	**CLERK**
97.2.2	**Email Policy.** Cllr Campbell raised some issues, which had been previously raised by him at the Working Practices meeting. Cllr Campbell **proposed, seconded** by Cllr Sullivan to accept the email policy with the amendments as per supporting papers subject to the removal of paragraphs 2.4 and 3.1.13, and to add the word 'reasonable' within the guidance note. **Not Agreed 4 For, 7 Against.**	
	Cllr Norcross **proposed, seconded** by Cllr I Alexander to accept the email policy with the amendments as per supporting papers. **Agreed**	**CLERK**
	During the next item, Cllr Rudkin again disrupted the meeting and was asked to leave the meeting under Standing Order 2c by the Chair. He did so.	
97.2.3	**Grant Awarding Policy.** Cllr Campbell raised a number of issues, some of which had been previously raised by him at the Working Practices meeting. Cllr Young **proposed, seconded** by Cllr Hanson that the Grant Awarding document be taken back to Working Practices Group. **Agreed**	**CLERK**
97.2.4	**SPC Members Code of Conduct.** Cllr Campbell raised an additional issue with paragraph 10 on page 14**.** Cllr Campbell **proposed, seconded** by Cllr Sullivan that paragraph 10 be removed from the draft Policy. **Agreed 9 For, 2 Abstained**	**CLERK**
	Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Code of members conduct be accepted as per supporting papers but with paragraph 10 removed**. Agreed**	
97.3	**Notification of Election details and the implications of Purdah for SPC**. The clerk outlined the reasons for bringing these two documents to Council and via the web site to residents' attention. To ensure everyone realised that normal council business can proceed within a purdah or pre-election period, but that additional restrictions were imposed in regard to publicity – with the need to them being objective and even handed.	**CLERK**
97.4	**To agree a first quarterly newsletter for the 'Your Steyning' publication**. Cllr Trundle outlined the idea as per the briefing paper supplied. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that initially as a one, off SPC agree to compile a four-page spread, followed by a two-page spread for every subsequent quarterly {Newsletter} thereafter. **Agreed 9 For, 1 Abstained.**	**CLERK**
97.5	**To discuss any progress made regarding the H.A. Implementation Plan.** The Chair pointed out there had been progress concerning policy documents agreed, and asked councillors who had previously not been in attendance when the Civility and Respect pledge was agreed, if they wanted to take the opportunity to give their accent or otherwise. Cllrs Trundle and Young added their names to the agreement and to abide by the pledge. Cllrs Campbell and Goldsmith stated that they believed the Hoey Ainscough process was 'dead in the water' as far as they were concerned, and refused to agree to abide by the pledge.	
97.6	**To discuss the theme of this year's SPC March Annual Parish Meeting.** The clerk confirmed that the Sussex Police and Crime Commissioner, Katy Bourne, has been invited to the Annual Parish Meeting, and that she has agreed to be the speaker. Following the discussion at the	**CLERK**

last full council about themes, - Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the theme of the meeting should be 'Antisocial behaviour in Steyning'**. Agreed 5 For, 4 Against, 1 Abstained**

97.7 **To further discuss if there is anything members want to do for the King's Coronation and agree any actions.** The clerk had been sent a letter from HDC offering financial support for events. Cllr Goldsmith **proposed, seconded** by Cllr Bell that the clerk writes to the Community Partnership and also the Chamber of Trade and give them details and also to put posters in both sides of the Bus Shelter highlighting the fact that if any groups are doing any functions and they want help then they speak to the Parish Clerk. **Agreed** **CLERK**

97.8 **Possible Joint Parishes project to upgrade a pathway as per supporting paper**. Cllr I Alexander reported on a pathway scheme that the Steyning and District Partnership have been actively coordinating through working parties and collaboration with School, Landowners and Upper Beeding and Bramber Parish Councils. The scheme is for the upgrade of the existing path from Kings Barn Lane in Steyning to Salting's way in Upper Beeding, otherwise now known as 'the White Bridge Link'. To move the process forward there is a need for a bespoke permit from the Environment Agency – the cost of which together with the cost of a planning application could be up to £900. The idea is for these costs to be shared by the Councils at this stage. Cllr I Alexander **proposed, seconded** by Cllr Sullivan that SPC support the 'White Bridge Link' project up to a maximum limit of £300. **Agreed 9 For 1 Abstained.** **CLERK**

FULL/22/98 REPORTS FROM OUTSIDE BODIES

98.1 **(HALC/ WSALC/NALC) update.** Cllr Trundle reported no meetings.

98.2 **Isolation and loneliness / PPG update**. Cllr Young was asked to go back to the Health Centre and establish who owned their Car Park, so that the council may lend support to any initiative to increase the disabled parking bay facilities. **Cllr Young**

98.3 **Cllrs S. Alexander and Goldsmith – Wardens Steering Group.** No Meeting to report.

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

98.5 **Cllrs S. Alexander, Trundle, Bell, and Parsons – Climate Change Emergency working party.** Cllr Bell reported from the meeting on the 17th January, that the group thought it would be helpful if the Council supported the idea of *high speed car charging points* to aid tourism. *Twenty's plenty scheme* – there have been speed survey hoops placed into the road to provide data to see if the scheme can proceed. *Bike racks* are being considered for the top and bottom of the High Street, with funding required for TRO's that enable this to occur. *Green Building Guidelines* are to be further discussed at the next SPC Planning meeting. **CLERK**

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

98.7 **Cllrs Norcross and S Alexander - update on Joint Parishes Youth Committee**. There has been an EOM to discuss the proposed one-year contract extension, and this will be discussed later in this meeting.

98.8 **Cllr Trundle – Greening Group update** – Nothing to report.

FULL/22/99 ONGOING ITEMS - **To receive the following ongoing items – these will be taken to next Full Council meeting**

99.1 *How to interpret Risk Assessments – Cllr Training exercise from the Clerk.* Cllr Campbell asked why this has not been dealt with as yet after such a long period – The clerk confirmed there had not been opportunity to find the time as yet. **CLERK**

99.2	Signing of previous F&GP minutes – to be brought back to Full Council – **Ongoing**	**CLERK**
99.3	Clerk to discuss any new S106 funding opportunities with HDC – **Ongoing**	**CLERK**
99.4	Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report} **- Ongoing**	**CLERK**
99.5	Virgin Media installation – Cllr Lloyd to gain information for clerks' distribution to members **- Ongoing**	**CLERK / Cllr Lloyd**

FULL/22/100 **CORRESPONDENCE AND INFORMATION ITEMS**

100.1 None

FULL/22/101 **POTENTIAL CONFIDENTIAL SESSION**

101.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC conduct agenda item 13.1 in a confidential session as per the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d and to exclude the press and public on the grounds that the confidential matters to be discussed would be prejudicial to the public interest by reason of the nature of the business to be transacted. **Not Agreed, 4 For, 5 Against, 1 Abstained**

FULL/22/102 **YOUTH SERVICE EXTENDED CONTRACT**

102.1 **To agree an extension of the Youth Contract for the next financial year as per recommended by the JPYC.** The clerk pointed out the amendments to the contract as per supporting papers, and the Chair of JPYC explained further that there was a half 'manhour' per week more session coverage. Cllr Campbell pointed out a number of queries. Cllr S Alexander and the clerk further explained why the JPYC were recommending that council accept the contract. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC agree and accept the one-year extension to the Steyning Parish Council and Sussex Clubs for Young People contract. **Agreed 7 For, 3 Against**. Clerk to ensure agreed contract goes on the Web Site. **CLERK** **CLERK**

FULL/22/103 **CCTV PROVISION**

103.1 **To discuss CCTV provision in Steyning.** The Chair confirmed there was a working party due to be convened on the 22nd of February to facilitate the views of residents concerning antisocial behaviour in Steyning. As a possible aid to a solution, CCTV coverage on the High Street was discussed as was CCTV coverage in Steyning generally. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC support the provision of an installation of CCTV within Steyning across the main areas – the High Street, Fletchers Croft and MPF. **Agreed** **CLERK**

FULL/22/104 **DATE OF NEXT FULL COUNCIL MEETING: 17th April 2023 at 7.30pm**
DATE OF THE ANNUAL PARISH MEETING: 20th March 2023 at 7.30pm

Meeting closed at 9.57 pm

Signed ………………………………………….. Date 17th April 2023
Chairman

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