

Date published 14th June 2023

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 19th JUNE 2023 AT 7.30 PM
AT THE STEYNING 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

{Timing references in brackets for each item are noted as a guide – As such therefore this meeting will likely take approx. 2 Hours 30 mins}

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {1 minute}** - 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 {8 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 15th of May 2023 as a true and fair record.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/22/105** Ex SPC Councillor - Token of remembrance organised - **Actioned**
 - 5.2 FULL/22/111** Warden's report numbers to include whether reported to police - **Actioned**
 - 5.3 FULL/22/111** Warden's report details whether numbers are events or hours - **Actioned**
 - 5.4 FULL/22/112** External Auditors signing off the 2021/22 Accounts - **See item 8.4**
 - 5.5 FULL/23/1.1** Chair and Vice Chair Acceptance of Office forms signed and recorded - **Actioned**
 - 5.6 FULL/23/8.0** Committee membership and Chair/ Vice Chair information distributed - **Actioned**
 - 5.7 FULL/23/9.0** Internal Groups membership verified, and information distributed - **Actioned**
 - 5.8 FULL/23/10 & 11** SPC Policies and Risk Assessment dates amended and republished after new adoption - **Actioned**
 - 5.9 FULL/23/12.0** 'External bodies' Councillor Representation information distributed, & Organisations informed - **Actioned**
 - 5.10 FULL/23/13.0** SPC subscriptions – confirmation that payments made - **Actioned**
 - 5.11 FULL/23/14.3** Section 137 payments for 2022/23 published - **Actioned**
 - 5.12 FULL/23/15.1** Hoey - Ains report 6-month review and supporting email sent to HDC - **Actioned**
 - 5.13 FULL/23/16.1** SPC's Land Register published on Web Site - **Actioned**
 - 5.14 FULL/23/17.1** Place invite to residents for project suggestions onto PPG monitor, Suggestion box & Web Site - **Actioned**
 - 5.15 FULL/23/17.3** SPC to convene an all member working party following June Full Council Meeting to discuss what it hopes to achieve by the end of its 4 - year term – **Actioned**
 - 5.16 FULL/22/115** Grant Awarding Policy amendments taken back to Working Practices – **See item 8.5**
- 6.0 REPORT FROM DISTRICT COUNCILLORS {15 mins}**
 - 6.1** Cllr Victoria Finnegan – (HDC) update
 - 6.2** Cllr Nicholas Marks – (HDC) update

7.0 NEIGHBOURHOOD WARDENS REPORT {10 mins} (See supporting papers).

7.1 To receive the Neighbourhood Wardens reports for April and May 2023

8.0 GOVERNANCE AND COMMUNITY MATTERS {30 mins}, (See supporting papers)

8.1 To discuss and agree following a recommendation from F&GP, that section 1 and 2 of the SPC Annual Governance and Accountability Return 2022/23 with associated notes be approved and sent to the external auditor having been signed by the SPC Chair.

8.2 To discuss and agree that the 'Notice of Public Rights' for the SPC AGAR Return 2022/23 be published as per supporting papers.

8.3 Notification from the Clerk on External Auditors progress with signing off the 2021/22 AGAR

8.4 To discuss and agree SPC's preferred candidate for this year's election to the SDNPA

8.5 Notification that Full Council will convene the Working practices Group, so that an amended SPC Publication Scheme, an amended SPC Grant Award Policy and an SPC Policy for Dealing with Habitual or Vexatious Complainants are considered as well as any other pertinent business.

9.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT A VICE- CHAIR {8 minutes}

9.1 Community (9) – Following one member's resignation off this committee, to discuss and agree a replacement member representative, and also to appoint to the vacant position of Vice-Chair.

10.0 ONGOING ITEMS {2mins}

To receive the following ongoing items – these will be taken to next Full Council meeting

10.1 Clerk to discuss any new S106 funding opportunities with HDC

10.2 Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report}

10.3 SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers.

10.4 Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media, installation, and local water resources

10.5 SPC Bank signatories Ex Councillors to be removed from listings

11.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

11.1 Rampion 2 Offshore Wind Farm Announcement

11.2 Steyning Ukrainian Refuge latest relief operation

12.0 DATE OF NEXT PARISH COUNCIL MEETING: 17th JULY 2023 at 7.30pm

**John Fullbrook,
Clerk to the Council**