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STEYNING – ANNUAL PARISH COUNCIL MEETING

HELD ON MONDAY 15th MAY 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, Hanson, S. Alexander, I Alexander, Lloyd, Trundle, Campbell, Johnson, Foxwell, Ballance & M Alexander.

Clerks in attendance : John Fullbrook & Hazel Roxby.

Members of the Public : **18**

Meeting commenced : **7.32 pm**

MINUTES

ACTION

FULL/23/1 **ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24** **CLERK**

1.1 There were seven nominations for Cllr Norcross to be Chairmen.
Cllr Hanson **nominated and proposed, seconded** by Cllr S Alexander that Cllr Norcross be elected the Chairman for the 2023/24 municipal. **Agreed**

FULL/23/2 **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24**

2.1 There were four nominations for Cllr Young to be Vice Chairman.
Cllr Norcross **nominated and proposed, seconded** by S Alexander that Cllr Young be elected Vice Chairman of the Council for the 2023/24 municipal year. **Agreed 12 For, 1 Abstained**

FULL/23/3 **APOLOGIES FOR ABSENCE**

3.1 Apologies were received from Cllrs Sharp and Linfield.

FULL/23/4 **DECLARATIONS OF INTEREST**

4.1 None

FULL/23/5 **QUESTIONS FROM THE FLOOR** ***(in summary)***

5.1 ***Q -*** *Steve Northam – Congratulations and welcome to all the new Councillors. When this council discusses priorities for this term of office, will it consider reviewing the current SPC Neighbourhood plan to include an affordable housing element (subsequent to the Horsham Local plan being published), and also will it in the light of the Clerk's successful completion of the CilCa qualification, be considering obtaining and using the 'the general power of competence' for capital projects.*

5.2 ***A – The Clerk responded that at agenda item 17.1 there would be discussion to convene a working party to begin to agree what this Council wants to achieve in its four-year term, and he had thought the Neighbourhood Plan would be due to be reviewed depending on the HDC position within the first two years. In consideration of gaining the power of competence, he suggested this might be a year one discussion.***

FULL/23/6 **MINUTES OF PREVIOUS MEETING -** Cllr Norcross **proposed, seconded** by Cllr S Alexander that

6.1 the minutes for the meeting dated the 17th April '23 be accepted as true and fair record.
Agreed 10 For, 3 Abstained

FULL/23/7 **MATTERS ARISING – These items were taken as read**

7.1 SPC Wardens information package to be distributed to new Councillors **– Actioned**

7.2 Parish Council actions to be fed back to ASB working party members **– Actioned**

7.3 CCTV camera installation project taken to F&GP **– Actioned**

7.4 H. A. Implementation Plan Draft 6-month review document to be distributed to Members **– Actioned**

FULL/23/8 **REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS** **-** The Clerk had collected committee membership preferences from Councillors prior to the meeting. He went on to explain the voting process by which the election of committee membership would be achieved, that is by voting slip. He also confirmed that there were 11 candidates for the 9 Community Committee positions available. Subsequent to that vote the following was agreed:

8.1.1 **Community Committee** **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Bell that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Foxwell, I. Alexander, Sharp and Johnson are duly elected as the members of the Community committee. **Agreed**

8.1.2 **Position of Chairman of this committee.** Cllr Hanson nominated Cllr I Alexander.
Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr I Alexander serves as Community Committee Chair. **Agreed**

8.1.3 **Position of Vice Chairman –** No nominations received, so this will be discussed at the first Community Committee **CLERK**

8.2.1 **Planning & Premises Committee** **CLERK**
The Clerk confirmed that there were 8 candidates for the 8 positions available.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs Trundle, Young, Hanson, Johnson, M. Alexander, Foxwell, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. **Agreed**

8.2.2 **Position of Chairman of this committee.** Cllr Young nominated Cllr Trundle.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Trundle serves as Planning and Premises Committee Chair. **Agreed**

8.2.3 **Position of Vice Chairman –** Cllr Hanson was nominated by Cllr S Alexander. Cllr M Alexander nominated by Cllr Bell. After a vote, by show of hands**.** Cllr S Alexander **proposed, seconded** by Cllr Young that Cllr Hanson serves as Planning and Premises Committee Vice-Chair. **Agreed**

8.3.1 **Finance and General Purposes Committee {F&GP}** **CLERK**
The Clerk confirmed that 9 councillors had expressed an interest in the 9 places available. (This took into account all ex-officio inclusions). Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Campbell, Sharp, Bell, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. **Agreed**

8.3.2 **Position of Chairman of this committee.** Cllr Bell was nominated by Cllr Young.
Cllr S Alexander was nominated by Cllr Norcross. After a vote by show of hands. Cllr Norcross **nominated and proposed, seconded** by Cllr I Alexander that Cllr S Alexander serve as Chair of Finance and General Purposes Committee. **Agreed**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

8.3.3 **Position of Vice Chair of this committee**. Cllr Norcross nominated Cllr Sharp. Cllr Bell Nominated himself, seconded by S Alexander. After a vote by show of hands. Cllr Bell **proposed, seconded** by S Alexander that Cllr Bell serve as Vice Chair of Finance and General Purposes Committee. **Agreed**

8.4.1 **Personnel Committee** **CLERK**
The Clerk confirmed that 10 councillors had expressed an interest for 7 places, with Cllr Campbell having withdrawn his interest. There was subsequently a vote by ballot.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs Norcross, Linfield, Lloyd, M. Alexander, Bell, Johnson and Young are duly elected as the members of the Personnel Committee. **Agreed**

8.4.2 **Position of Chairman of this committee**. Cllr Young was nominated by four councillors. Cllr Norcross **nominated and proposed, seconded** by Cllr Hanson that Cllr Young serve as Chair of Personnel Committee. **Agreed**

8.4.3 **Position of Vice Chair of this committee.** No Nominations for this position. **CLERK**

FULL/23/9 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL **CLERK**

9.1 **FOI Panel Membership** – 5 Councillors had expressed an interest in 5 positions.
Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs Norcross, Lloyd, Hanson, Sharp and Johnson are duly elected as the members of the Personnel Committee. **Agreed**

9.2 **Working Practices Group -** 6 Councillors had expressed an interest in 5 positions. After a vote by ballot. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs M Alexander, Norcross, Ballance, S Alexander and Hanson are duly elected as the members of the Working Practices group. **Agreed**

9.3 **Climate Action Group -** 6 Councillors had expressed an interest in 5 positions. After a vote by ballot. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs S Alexander, Trundle, Bell, Linfield and Johnson are duly elected as the members of the Climate Action Group. **Agreed**

FULL/23/10 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT & DISPENSATION SCHEME – To agree any amendments and **CLERK**

10.1 adopt. The Clerk advised the only amendment was a minor one within the SPC Financial Risk Assessment Scheme which changed the insurance fidelity cover from £150K to £400K as per recommendation from the internal auditor. Cllr Norcross **proposed, seconded** by Cllr Hanson to adopt the Standing Orders, Financial Regulations, Scheme of Delegation, SPC Finance Risk Assessment and SPC Dispensation Scheme (as per supporting papers) en bloc. **Agreed**

FULL/23/11 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES

11.1 Cllr Johnson suggested that the wording within the CCTV Policy could be updated but added it should probably wait until the proposed installation works had taken place first. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Alexander that the following policies be adopted by SPC en bloc (as per supporting papers), that is the Data protection policy; the Data Breach Notification; the Subject Access Request Policy; the CCTV Policy and Code of Practice; the SPC Freedom of Information & Environmental Information Regulations Requests Policy; the SPC Dignity at Work / Bullying and Harassment Policy; the SPC Communications Protocol; the SPC Complaints Procedure; the SPC Social media Policy; the SPC Unacceptable Behaviour Policy; the SPC Overarching Protocol for Councillors Conduct; the SPC Health and Safety Policy; the SPC Staff Grievance Policy; the SPC Staff Discipline Policy and the SPC Equality Policy. **Agreed**

FULL/23/12 **REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES** **CLERK**

12.1 **South Downs National Park (SDNP) – Two reps.**
The Clerk confirmed there were two Cllrs interested in the two positions available.
Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs S. Alexander and Bell be voted in as SPC representatives to the SDNP. **Agreed**

12.2 **Joint Parishes Youth Committee (JYPC) – Two reps.** The Clerk confirmed there were three Cllrs interested in the two positions available, and a vote by ballot then took place. Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs Linfield and S Alexander be voted as the SPC representatives to the JPYC**. Agreed.**

12.3 **HALC / WSALC / NALC - Two reps**. – The Clerk confirmed there were two Cllrs interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs Norcross and Lloyd represent SPC at HALC, NALC and WSALC. **Agreed**

12.4 **Joint Parishes Cemetery Committee (JPCC) – Two reps**. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Ian Alexander and Trundle be the two representatives on the JPCC. **Agreed**

12.5 **Isolation & Loneliness and PPG representative – Two reps.** The Clerk confirmed there were three Cllrs interested in the two positions available, and a vote by ballot then took place. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Young and Cllr M. Alexander be Isolation and Loneliness and PPG representatives for SPC. **Agreed.**

12.6 **Tree Warden for Steyning Parish Council**. Simon Zec had kindly agreed to act as Tree Warden once again. Cllr Norcross **proposed, seconded** by Cllr M. Alexander that Simon Zec continue as SPC Tree Warden. **Agreed**

12.7 **Neighbourhood Wardens Steering Committee – Two reps.** The Clerk confirmed there were three Cllrs who wanted to represent the Council. Cllr Campbell withdrew his interest in the role. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr S. Alexander and Cllr Norcross be the two representatives on the Neighbourhood Wardens Steering Committee. **Agreed**

12.8 **SPC Councillor representative on the 'Greening Steyning' group – One rep.** Cllr Norcross **proposed, seconded** by Cllr M. Alexander that Cllr Johnson be the representative on the Greening Steyning Group. **Agreed**

12.9 **Steyning Ukrainian Charity Committee – One Rep**. The Clerk confirmed there were three Cllrs who wanted to represent the Council, and a vote by ballot, and then by hands due (to a tie) was completed. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Foxwell be the representative on the Steyning Ukrainian Charity Committee. **Agreed**

FULL/23/13 **TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** **CLERK**

13.1 The Clerk explained, and via supporting papers, why there was a need to agree the subscriptions. Cllr Norcross **proposed, seconded** by Cllr Trundle that SPC approve subscriptions to the following external bodies en bloc: West Sussex Association of Local Councils, the National Association of Local Councils, Horsham Association of Local Councils, Society of Local Council Clerks and the Open Spaces Society. **Agreed**

FULL/23/14 **NOTIFICATIONS**

14.1 **Steyning Parish Council insurance cover. -** To note that the Council's insurance policy expires on 31st August '23

14.2 **SPC Code of Conduct Policy**. **–** This was agreed at the February Full Council Meeting

14.3	**Expenditure under section 137 of the 1972 local government act** – The Clerk explained that the maximum allowable expenditure, which is now index linked, for the year 2022/23 was £8.82 per head of electors within the parish and that the up-to-date electoral role for Steyning Parish is 4,527. He further explained this had therefore given an upper limit allowance for 2022/23 of £39,928. He reminded that this is not money given to SPC, as any money used under the power of section 137 has still to be obtained via the precept request. **He reported for 2022/23, that SPC had spent a total of £7,401 under Section 137**. This figure being derived from the cumulative total of the councils grant related expenditure {Inc. General Grants of £2,000, Well Being Class Grant of £1,000, Steyning in Bloom Grant of £2,200 and the Isolation and Loneliness Grant of £1,500}, plus monies to cover the Chairmans function and Steyning for Trees celebratory event (£701).	
14.4	**SPC Meeting Schedule. -** Agreed at the February 20th '23 Full Council Meeting	
14.5	**Progress Report & Matters Arising items. -** These items not discussed from the 17th April '23 meeting are to be taken to June full council	**CLERK**
14.6	**To confirm the list of SPC Bank Signatories. -** The current list of Bank Signatories includes the Clerk and Deputy Clerk and Cllrs Ian Alexander, Liz Trundle, Joanna Norcross, and Chris Young. The Cllrs that were signatories but are no longer on the Council will be informed and their names and details removed from the list in due course {T Lloyd & S Northam}.	**D. CLERK**
14.7	**SPC Asset Register** - The Clerk had produced a first draft of an updated SPC Asset Register, and it was noted that this would be discussed by an F&GP Working Party as per Council agreement.	
FULL/23/15	**HOEY AINSCOUGH REVIEW**	
15.1	**Support for the Civility and Respect pledge.** Because a new four-year SPC term was starting, all Councillors were given an opportunity to, by show of hands, pledge their continued support and to make an undertaking to as individuals, treat fellow councillors and officers with respect and not to make personal attacks on individuals and their integrity. All 13 Councillors present did so.	**CLERK**
15.2	**To agree the 6-month draft SPC Implementation Plan Review**. The Clerk reported that the draft review which had been distributed as a supporting paper, had to be agreed at this meeting with or without any necessary amendments and or covering note, so that it could be sent to HDC, thereby abiding by the required recommendation timescale. The Chair recommended that the review be sent but suggested that given there were 8 newly elected councillors, plus a unanimous agreement under the previous item to move forward more positively, that a covering note ought to relay this, and any other comments from councillors which may arise during discussion regards this item. Cllr Campbell read a prepared statement in which he took exception to the contents of the document as he believed it to be a personal attack upon him and proposed the council defer sending the review document and his reasons behind this proposal, but this was not seconded. He therefore went on to declare an interest, as he believed the item would directly affect his health and well-being, and he subsequently absented himself for the remainder of the discussion and left the meeting. The Chair refuted Cllr Campbell's assertions and pointed out that there were no names mentioned within the report review. Cllrs pointed out that the report and the review were not now entirely relevant as there was a new council in office, and they were keen to draw a line and move forward.	**CLERK**

Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Clerk is delegated to send the review as per supporting papers with a covering email that expresses the sentiment that SPC is very optimistic about the future and will continue to try to work together collaboratively for the greater good of Steyning. **Agreed 11 For 1 Abstained.**

As the item had been dealt with, the Clerk went to inform Cllr Campbell that he could now return to the room, but he had left the building, and did not return for the remainder of the meeting.

FULL/23/16 SPC ASSETS

16.1 **To agree the SPC Land Register as per supporting papers** – The Clerk presented an updated SPC Land Register document and explained that it was incumbent upon the council to publish a Land and Asset register, as per the 2015 Transparency Code. He had explained that the building assets part of the listing was to be further discussed at F&GP, but that this document more specifically dealt with the SPC Land Assets. Cllr Norcross **proposed, seconded** by Cllr Johnson that SPC agrees the Land Register as per supporting paper. **Agreed** **CLERK**

FULL/23/17 SETTING THE SCENE FOR THE NEW COUNCIL TERM – To agree if and when the new council meets to discuss what it wants to collectively achieve during its term in office. **CLERK**

17.1 Cllr Young **proposed, seconded** by Cllr S. Alexander that SPC puts on the PPG information screen {in the Community Centre foyer} an invite to residents to make suggestions as to what future projects they would like to see the Council undertake {including SPC contact email address, and a suggestion box underneath). **Agreed**

17.2 Cllr Johnson **proposed, seconded** by Cllr Norcross that SPC puts the same invitation {as per 17.1 above} on the news section of the SPC website**. Agreed** **CLERK**

17.3 Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC convene an all-member working party immediately following the next Full Council Meeting, to discuss what this council hopes to achieve by the end of its 4-year term. **Agreed** **CLERK**

FULL/23/18 CORRESPONDENCE AND INFORMATION ITEMS

18.1 None to report

FULL/23/19 DATE OF NEXT FULL COUNCIL MEETING: 19th June 2023 at 7.30pm

Meeting closed at 9.49 pm

Signed ………………………………………… Date 19th June 2023
Chairman

A video recording of this meeting is available at - https://youtu.be/IVpvmV-7uE8