

## MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17<sup>th</sup> APRIL 2023 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : 10

Meeting commenced : 7.32 pm

## MINUTES

### ACTION

### *Pre - meeting Statement from the Chairman*

*The Chair announced the sad passing of Martin Toomey, lifelong local resident and ex parish councillor of 20 years' outstanding service, who will be greatly missed by all who knew him.  
– The Clerk to send flowers on behalf of the Council to his widow.*

CLERK

### FULL/22/105 APOLOGIES FOR ABSENCE

105.1 Apologies were received from Cllrs Parsons and Northam. Cllr Young would be leaving early as she continued to recover after recent physical incapacity. Apologies received from WSCC Cllr Linehan. Cllr Rudkin was absent.

### FULL/22/106 DECLARATIONS OF INTEREST

106.1 None

### FULL/22/107 QUESTIONS FROM THE FLOOR *(in summary)*

107.1 None

### FULL/22/108 MINUTES OF PREVIOUS MEETINGS

108.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 20<sup>th</sup> February '23 be accepted as true and fair record. **Agreed**

### FULL/22/109 MATTERS ARISING – These items were taken as read

109.1 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 110.3**

109.2 How to interpret Risk Assessments – Cllr Training exercise from the Clerk – **Actioned**

109.3 Signing of previous F&GP minutes – to be brought back to Full Council – **Actioned**

109.4 Virgin Media installation – Cllr Lloyd to gain information for clerks' distribution to members – **Actioned**

109.5 Wardens to explain report details, whether figures related to hours or events - **See item 111.1**

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|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 109.6              | SPC Meeting Schedule amended and published – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| 109.7              | Extra F&GP Meeting scheduled {On the 26th of April} – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| 109.8              | SPC Councillor - Officer Protocol published – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| 109.9              | Amended SPC Email Policy published – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| 109.10             | Amended SPC Code of Conduct published – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| 109.11             | Implications of Purdah in regard to publicity to be considered – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| 109.12             | First reimagined SPC Newsletter published in ‘Your Steyning’ – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| 109.13             | Antisocial behaviour in Steyning theme for Annual Parish Meeting – <b>Actioned / See item 112</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| 109.14             | Clerk to publicise HDC’s offer of financial support, and kick start a community event- <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| 109.15             | SPC’s support for ‘White Bridge Link’ communicated to joint parishes – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| 109.16             | Cllr Young to establish ownership of Health Centre Car Park, possible parking initiative – <b>See item 113.2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| 109.17             | Green Building Guidelines to be discussed further at Planning Committee – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
| 109.18             | Youth Contract one year extension to be signed and published – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| 109.19             | ASB working Party report & CCTV installation to be brought back to Council – <b>See Item 112</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <b>FULL/22/110</b> | <b>REPORTS FROM DISTRICT AND COUNTY COUNCILLORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| 110.1              | <p><b>Cllr Platt (HDC update) – <i>The HDC Local Plan</i></b> – The plan cannot be currently progressed to Regulation 19, because of the before mentioned water neutrality issue. There are also planning regulation changes due from the government department for levelling up, housing and the community unit, which may result in lower numbers of houses due to be built in this district. There is currently a considerably reduced number of planning applications being sent in to HDC for new house builds. It was revealed that the decision to delay the plan was apparently not made by council agreement, rather by a group of councillors.</p> <p><b><i>Two projects of Note</i></b> – Cllr Platt will not be standing for re-election so wanted to recall the two district council projects of most personal interest, these being the Wilder Horsham District ground-breaking plan to reinstate wildlife corridors; and the district councils’ Net Zero Plan, which is an optimistic project, but a very worthy one.</p> <p><b>The Chair thanked Cllr Platt for his 4 years of service to Steyning residents.</b></p> |                            |
| 110.2              | <p><b>Cllr Lloyd (HDC update) – <i>The HDC Local Plan</i></b> – Cllr Lloyd expanded on Cllr Platts comments stating that it was likely the completion of the Local Plan would not now come to fruition for 5 to 10 years.</p> <p><b><i>Council Budgets</i></b> – HDC have delivered the lowest council tax in Sussex, thanks to some very prudent management of the budgets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| 110.3              | <b>Cllr Linehan (WSCC Update)</b> - Not in attendance {point 109.1 will be deferred to next meeting}                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Cllr Linehan               |
| <b>FULL/22/111</b> | <b>NEIGHBOURHOOD WARDEN’S REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| 111.1              | The Council received the reports for February and March. The Wardens were not in attendance and questions were raised. Cllr Bell suggested that next to some items / events recorded there should be a note made as to whether these instances were reported to the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Wardens Steering Committee |

police. The Clerk also reported back to councillors concerning some of the report numbers and whether they related to hours or events, and that further clarity was still required. Cllr Campbell asked that the wardens enforcement powers could also be clarified. The Clerk suggested he could distribute this information once again to the new council members.

CLERK

**FULL/22/112 GOVERNANCE AND COMMUNITY MATTERS**

**112.1 To discuss matters arising from the notes from the ASB working party.** The Clerk posed the question did the council think it was best to report back to the community via another working party or show feedback via reporting at subsequent Council meetings. Cllr Bell **proposed, seconded** by Cllr S. Alexander, that any actions taken are to be noted within parish council minutes and are alerted to the working party members subsequently. **Agreed**

CLERK

**112.2 To agree to any actions following the Annual Parish Meeting.** The Clerk pointed out that there were a number of matters raised by the Police commissioner's presentation and community engagement which could be actioned. Two were being resolved anyway via probable SPC installation of CCTV cameras, and the clerk was pursuing a police funding stream to perhaps help with the likely installation costs. The Chair further discussed the opportunities represented by the 'Disc reporting system' which was in effect a What's App group for traders, and local Police Enforcement Officers/Wardens. Cllr Norcross **proposed, seconded** by Cllr Hanson, that SPC work with the Steyning Business Chamber to facilitate the 'Disc reporting system' for the retailers on Steyning High Street. **Agreed**

CLERK

**112.3 To agree where CCTV camera installations are to be positioned in Steyning, as suggested via supporting papers and following previous SPC agreements.** Members discussed coverage in the High Street, MPF and Fletchers Croft. The idea was to move the process forward by agreeing a scope of works for each area so that quotes could be obtained.

**112.3.1 Cllr Campbell proposed an amendment to a motion from Cllr S Alexander (which follows), seconded** by Cllr Sullivan that as a preamble to Cllr S Alexanders words we add the words of clarification along the lines of, this is not a decision to do it, it is a decision to consult on it after obtaining costings. **Agreed 7 For, 2 Against, 2 Abstained**

**112.3.2 Cllr S Alexander proposed, seconded** by Cllr Trundle that SPC opts for the 'ultimate {CCTV} coverage' {as per supporting papers} for the length and breadth of the High Street including cameras outside Budgens and the Coop and from the 'White Horse' down to 'Victoria Sponge'. **Not Agreed 5 For, 6 Against.**

**112.3.3 Cllr Norcross proposed, seconded** by Cllr Young that SPC has three cameras {installed} on the High Street {as per supporting paper draft item #3} with one pointing up the High Street, one pointing down the High Street and one pointing at the Bus Shelter. **Agreed 7 For, 2 Against, 2 Abstained.**

CLERK

**112.3.4 In consideration of possible CCTV camera installation on the MPF.** Cllr S Alexander **proposed, seconded** by Cllr Trundle that SPC goes for option 2 in the draft plan {as per supporting papers} which is 5 cameras on the MPF with 2 mounted on the Changing rooms and 3 positioned on a pole inside the boundary of the Bowls club. **Agreed 8 For, 3 Abstained**

CLERK

**112.3.5 In consideration of possible CCTV camera installation on Fletchers Croft.** Cllr S Alexander **proposed, seconded** by Cllr I. Alexander that SPC consider mounting cameras on HDC Lampposts in Fletchers Croft; 5 in total, with 3 covering the play area and adult gym, and 2 facing back towards the Steyning Centre. **Agreed 5 For, 4 Against, 2 Abstained**

CLERK

*Cllr Young had to leave at this point of the meeting as per apologies in item 105.1*

**112.4 To discuss any progress made regarding the H.A. Implementation Plan.** The Clerk read out a statement with a summary of the progress made so far, and asked for comments from those councillors present on his suggested 6-month review presentation which was to be agreed at the next Full Council meeting and sent to the HDC monitoring office. In essence the suggestion was to add an additional column to the existing implementation plan format and use 6 categories within that column to more easily quantify progress made so far, and he wanted confirmation that council were happy to proceed with this idea.

The summary as to progress concerning the 36 recommendations was noted as follows:-

1. **11** - Fully Completed.
2. **11** - Partially completed.
3. **8** - Complete, other than the refusal or reluctance by Cllr or Cllrs to comply.
4. **2** - Partly complete mainly through noncollaboration from Cllr or Cllrs.
5. **1** - Ongoing.
6. **3** - No action taken.

The Chair asked the Clerk to proceed with drafting the document and to distribute it to members as soon as possible.

**CLERK**

**112.5 Update regarding the 'White Bridge Link' from Cllr I Alexander.** The design has been finalised, with 6 quotes now narrowed down to 3. There have been, and will be more, drop-in sessions for residents to view proposals for the project and to feedback their thoughts and concerns. The next is to be at the Steyning Centre on the 29th of April from 10 to 12 (arrive at any time). There will likely be a crowd funding appeal to assist with costs, and the project group are speaking with the local MP to explore further funding options.

**112.6 Report from the Clerk on External Auditors progress with signing off the 2021/22 Accounts.** SPC sent the external auditors the end of year annual governance and accountability return for 2021/22 on the 29th of June 2022. Normally a council receives a response by September of the same year but unfortunately the office still awaits the external auditor's response. For the past four years SPC has had certain individuals sending in their concerns about the returns directly to the external auditors. These are then processed by the auditor, and the clerk has been asked to provide data confirming the councils position, and when processed, this has led to the auditors signing off on that year sometime later. Last year this processing started to cost SPC a great deal of money. Despite frequent requests from the clerk, and assurances that a response would be received shortly, the clerk reported he is yet to be told for what reason there is a holdup for last year's submission. This will therefore need to go forward to the next meeting.

**CLERK**

#### **FULL/22/113 REPORTS FROM OUTSIDE BODIES**

**113.1 (HALC/ WSALC/NALC) update.** The last meeting was not attended by SPC representatives with Cllr Goldsmith giving his apologies as he was at another SPC event.

**113.2 Isolation and loneliness / PPG update.** Nothing reported.

**113.3 Cllrs S. Alexander and Goldsmith – Wardens Steering Group.** Cllr Alexander reported as per meeting notes (supporting papers), with Wardens adapting their shift patterns to accommodate better coverage of ASB areas. And Cllr Alexander confirmed that Warden Paul Conroy was to be retiring at the end of May. The Chair again on behalf of members passed on the thanks of the Council for his many years' service to the community.

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

- 113.5** Cllrs S. Alexander, Trundle, Bell, and Parsons – Climate Change Emergency working party. No meeting to report.
- 113.6** Cllrs S. Alexander and Parsons – South Downs National Park. No meeting to report. Meeting due to be convened next week.
- 113.7** Cllrs Norcross and S Alexander - update on Joint Parishes Youth Committee. A meeting due on the 26th of April but due to councilor apologies received from one of the other parishes it has been postponed due to it not being quorate.
- 113.8** Cllr Trundle – Greening Group update – Nothing to report.

**FULL/22/114 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

- 114.1.1** **Community Committee – To receive Minutes and Draft Minutes from recent meetings.**  
Cllr Campbell wanted it to be put on record that he objected to some of the comments noted within the yet to be agreed draft minutes from the 4th of April meeting. The Chair pointed out that his objections were largely based upon an email stream which he was yet to present to other councillors despite saying previously he would do so. Cllr Campbell said he would now not do so unless the council attempted to obtain it via a freedom of information request.
- 114.1.2** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receives the minutes and draft minutes held on the 7th Feb '23, 7th March '23 and 4th April '23. **Agreed**
- 114.2** **Finance and General Purposes Committee –** Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC receive the minutes and draft minutes of the meetings held on the 10th Jan '23, 13th Feb '23 and 14<sup>th</sup> March '23. **Agreed**
- 114.3** **Planning and Premises Committee –** Cllr Norcross **proposed, seconded** by Cllr Trundle that SPC receive the minutes and draft minutes of the meetings held on the 23<sup>rd</sup> Jan '23, 27<sup>th</sup> Feb '23 and 27<sup>th</sup> March '23. **Agreed**
- 114.4** **Personnel Committee –** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receive the draft minutes of the 22nd of Feb '23 meeting. **Agreed**

**FULL/22/115 ONGOING ITEMS**

**CLERK**

- 115.1** i, Clerk to discuss any new S106 funding opportunities with HDC – **Ongoing**
- 115.2** ii, Council to complete actions as per the agreed Hoey Ains' implementation plan – **Ongoing**
- 115.3** iii, Grant Awarding Policy amendments taken back to Working Practices - **Ongoing**

**FULL/22/116 CORRESPONDENCE AND INFORMATION ITEMS – None**

**FULL/22/117 CHAIRMAN'S CLOSING STATEMENT**

- 117.1** The Chair passed on her thanks to members and staff for their support over her last year in office and especially to those councillors who had given so much of their time for residents over the years but were not seeking re-election on this occasion, notably Cllr Lloyd.

**FULL/22/118 DATE OF NEXT FULL COUNCIL MEETING: 15<sup>th</sup> May 2023 at 7.30pm**

**Meeting closed at 9.08 pm**

**Signed ..... Date 15<sup>th</sup> May 2023**

**Chairman**

A video recording of this meeting is available at - [https://youtu.be/Uarb\\_9K7MHY](https://youtu.be/Uarb_9K7MHY)