

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**

STEYPING – 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

DRAFT MINUTES

ACTION

- | | | 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 (<i>in summary</i>) | |
| 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 the minutes for the meeting dated the 17 th April '23 be accepted as true and fair record. | |
| 6.1 | 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 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	CLERK
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 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	CLERK
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} 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	CLERK
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	

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 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	CLERK
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 9.1	REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL 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	CLERK
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 10.1	ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT & DISPENSATION SCHEME – To agree any amendments and 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	CLERK
FULL/23/11 11.1	ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES 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. 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	CLERK

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>

Briefing Paper to accompany Full Council Meeting – Items 5 to 11

Item 5.7 & 5.9

Further to previous communications – Here are the agreed SPC Councillor representations on internal groups and ‘External bodies’.

Working Practices – Cllrs Norcross, Johnson, Hanson, Sharp & Lloyd.

FOI Panel – Cllrs Norcross, Hanson, M Alexander, Ballance & S Alexander.

Climate Action Group – Cllrs S Alexander, Trundle, Bell, Linfield & Johnson.

SDNP – Cllrs S Alexander & Bell

Joint Parishes Youth Committee – Cllrs Linfield & S Alexander

HALC / WSALC/ NALC – Cllrs Norcross & Lloyd

Joint Parishes Cemetery Committee – Cllrs I Alexander & Trundle

Isolation and Loneliness and PPG – Cllrs M Alexander & Young

Neighbourhood Wardens Steering Committee – Cllrs Norcross & S Alexander

Rep onto Greening Steyning Group – Cllr Johnson

Steyning Ukrainian Refuge – Cllr Foxwell

Please note that in order to keep the 19th June Full Council meeting as short as possible, there will not be the usual reports from the ‘external bodies’ section on the agenda.

Item 6

Cllr Linehan has asked that he no longer has an item necessarily placed on our agenda, but that rather he is allowed to make a short statement within the ‘Questions from the Floor’ section of the meeting, should he be in attendance {Joanna is aware}, and that as he is not an SPC Cllr, that he need not give his apologies if he is unable to attend.

Item 7

We welcome a new Neighbourhood Warden this Full Council Meeting – It is Alison Page, who following Paul Conroy’s retirement, has joined us from the Storrington Neighbourhood Wardens Scheme.

Item 9

Cllr Foxwell had realised that she rather overcommitted in terms of representation following the May Full Council committee election process as she was to be sitting on all three standing committees, and more specifically realising that Cllr Linfield had conversely not been voted in on any (The only SPC Cllr not on a standing committee), had subsequently thought she would resign her position on the Community committee. Please note however, Cllr Linfield does not automatically take the position – and this is why we revisit the Community Committee membership on this agenda – to fill the final position vacated by Cllr Foxwell.

Item 11

Both items noted under Correspondence and Information are for information only – Those who attended the F&GP meeting are already aware that the Ukrainian refugee relief operation and grant request letter, which was discussed, are to be dealt with at the next F&GP Meeting, but it is also on this agenda to raise the profile of this amazing operation.

In terms of the Rampion 2 Wind Farm proposal, it's important to be aware that the closest the path of the cabling groundworks operation gets to the Steyning Parish is, it appears, just north of Wappingthorn wood, and the Ashurst road.

Following the Meeting – The All Member Working Party

When the Full Council meeting is closed by the Chair, there will be a 5-to-10-minute recess, and then we will begin the all member working party where it is planned that we begin to discuss, consider, plan, and strategize what this Council intends to achieve by the end of its 4-year term.

Cllrs should come prepared to discuss what they believe ought to be achieved, but that whilst lobbying for their own interests and those of others they also maintain realistic expectations given time and financial constraints.

As Clerk, I have tried to compile as full a picture of proposed projects, schemes, and ideas as possible from our many initial meetings, and those from previous discussions with Councillors and members of the public. Apologies if I have missed any requests – don't be afraid to let me know, and we'll add them to the mix!

It is very unlikely that we will be in a position to agree a set of priority projects by the end of this meeting, and especially as we have not gathered very many requests as yet from residents following our appeal for their suggestions. However, it is important to begin to formulate the council's plan for the future and I'm certainly looking forward to a lively discussion.

I will be sending out a confidential list of proposed projects at the same time as this note to councillors only at this stage.

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

APRIL 2023

Hi vis Patrol hours TOTAL:	81	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	14 / 6 /12	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	24/6 /20	Neighbours	1
Notices/warnings TOTAL:	2	Driving/vehicles	2
Verbal warning	0	Bicycles	1
Parking alert	1	Alcohol	1
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	3
Reports into Police TOTAL:	5	Fly tipping / flyposting	3
Phone (including 101 and 999)	1	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	6	Drug litter	1
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:	2		
Press release/Community magazines	0		
Social media posts	2	Community events attended	1
Admin hours	15 #	School contact	0
Vulnerable people welfare checks	5	Youth engagement	10
Signposting	1	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	1

ASB crime

We had a report from a resident in Upper Beeding who believes several vehicles are being left for a period of 48hrs or more and then being taken away late at night and being replaced by different vehicles. We have passed this information onto the Police with the appropriate registration numbers. At this point it is unclear if this constitutes suspicious behaviour.

We had a report from a resident regarding anti-social behaviour in the bus shelter in Steyning High St. (13.4.23) It was reported to Police and they attended.

Bus Shelter 13th April

Parking/vehicles

Car Obstructing other Road users Newham Lane Steyning Yellow Warning/advice card issued.

Car obstructing access and right turn Manor rd. Upper Beeding Warning/advice card issued

Fly tipping/littering/graffiti

Domestic Rubbish Steyning Bostal. Reported to Environmental Health.H.D.C.

Domestic Rubbish layby Edburton rd.

Community engagement/events/meetings

Wardens Drop in. The Hub Upper Beeding.

We carried out numerous engagements with groups of youths during the Easter Break on the Memorial Playing Field, Upper Beeding Recreation ground, Small Dole Skate Park and other locations favoured by young people.

Patrols (foot/visible and car)

Increased foot patrols Recreation Ground Upper Beeding.

Increased Static Monitoring for Anti-Social Driving in Fletchers Croft Steyning.

Older, vulnerable people and youth

Warden Drop in The Hub Upper Beeding.

Dog related issues

Received a further report of the owner of Alsatian causing concerns with some residents in Upper Beeding. Dog is now muzzled by its owner and is attending dog socialisation sessions in Ashington. Will seek to engage with the individual again.

Cycling

Parish specific/other

Nil

Social media/press

Nil

Paul Conroy on two weeks annual leave.

Warden Monthly Report

May - 2023

Hi vis Patrol hours TOTAL:	88	ASB incidents TOTAL:	11
Foot - Steyning/Bramber/Upper Beeding	18/6/13	Noise	3
Vehicle - Steyning/Bramber/Upper Beeding	26/7/18	Neighbours	0
Notices/warnings TOTAL:	11	Driving/vehicles	6
Verbal warning	5	Bicycles	0
Parking alert	6	Alcohol	2
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	15
Reports into Police TOTAL:	9	Fly tipping / flyposting	6
Phone (including 101 and 999)	0	Graffiti	1
Online	0	Dog fouling	2
Intelligence report	0	Litter	6
Verbal	9	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:			
Press release/Community magazines	0		
Social media posts	1	Community events attended	1
Admin hours	30	School contact	0
Vulnerable people welfare checks	7	Youth engagement	8
Signposting	5	Reports to DVLA	1
Safeguarding referral	0	Reports to Operation Crackdown	2

ASB crime

May has been a relatively quiet period for Antisocial Behaviour. We continue to patrol regular hotspots where we have seen antisocial behaviour in recent months. The Bus shelter is Steyning High Street has been the highest profile of these and we continue to monitor this alongside the Police. Reports of Anti-Social Behaviour in the bus shelter are currently low.

We had cause to engage with a young person playing loud music from their car in fletchers croft car park. After asking the driver to turn the music down he decided to turn it up. We challenged this and warned him of a fine under the PSPO and eventually and reluctantly he turned the music down and moved on.

We engaged with a group of young people at the bench near the basketball courts in the MPF, ID checked as the group had alcohol. All of age and ensured waste was put into the nearby bins.

We were on hand to help a distressed resident who received a note on their car in the MPF carpark telling them to "Park outside their own house" the resident had to park briefly there as they are having works done & she couldn't carry all the materials from further away. She went onto tell us her husband has dementia and is struggling to help her with this. PCSO Beasley and I helped her move the items quickly and advised her to move the vehicle to avoid further confrontation and distress.

Anti-social driving Fletchers Croft, two vehicles reported to crackdown for Antisocial driving.

We received a report of young people smoking cannabis at the bench next to the MUGA, we engaged with this group who were vaping and not smoking cannabis at the time, the young people are known to us.

We had cause to ask a group of young people to leave the Playpark in Upper Beeding Recreational Grounds after dark due to noise nuisance, the group complied and left the area.

Parking/vehicles

Untaxed Vehicle in the Paddocks Upper Beeding reported to DVLA & The Police.

Parking warnings issued to 4 cars in manor road Upper Beeding.

Parking alert issued to vehicle in Church Lane and Tanyard Lane

Fly tipping/littering/graffiti

Fly Tipping, Steyning Bostal layby x 2

Fly Tipping High Maudlyn Lane.

Fly Tipping Bramber roundabout household waste.

Fly Tipping - Beeding Hill.

Fly Posting removed Bramber Roundabout.

Community engagement/events/meetings

Meeting with PCSO's re SBUB ASB & review of Steyning Bus shelter.

Patrols (foot/visible and car)

Continuation of Patrols in Co-op re increase in shop lifting.

Continuation of patrols in Nisa and Upper Beeding Petrol Garage relating to shoplifting.

Patrols Smugglers Lane re a Dog Fouling complaint.

Continued with patrols of regular hot spot areas such as The High Street Bus Shelter, Elm Grove Lane, Fletchers Croft Car Park, Bramber Castle car park & Upper Beeding Recreational grounds. Basketball Court (MPF)

Older, vulnerable people and youth

Continuation of regular welfare visits across the parishes and arranging to carry out joint visits alongside Age UK.

Report relating to a vulnerable young person age 13 (Upper Beeding) Concerns for safety relating to involvement in refuse collection. Actions taken to set limitations to help keep the child safe.

Dog related issues

Ongoing Dog Fouling issue reported to us in Smugglers Lane

Cycling

Patrols of river path (Bramber) in response to cyclist not dismounting on footpath. We have increased patrols there to raise awareness.

Social media/press

N/A

Steering Group minutes - Steyning, Bramber and Upper Beeding 13th June 2023

Present:-

Clerk Paul Richards - Bramber

Clerk John Fullbrook - Steyning

Clerk Stephen Keogh – Upper Beeding

Cllr Simon Alexander - Steyning

Michael Pearce – Warden

Alison Page - Warden

Warden's report and matters arising

JF asked if there could be more details in the reports being more transparent and more info around what details are reported to police under the text box. – just as an overview. AP has a new suggestion for the reports including a pie chart around time spent doing different things. This will be trialled for the next report.

PR asked if there could be more 'colour' in the reports in that there is more description. MP/AP discussed use of Excel to record what they've been doing and this will be used to populate the report. MP asked how PC would like patrol hours to be recorded. Whether they record the hours individually or jointly. It was agreed that the time spent on a patrol regardless of whether there was one or two of them would suffice, would be recorded.

Individual and Team warden objectives

MP advised that they are reopening the Dingemans club and it is being relaunched. They also found a derelict room in the building which they are going to turn into a games room. The residents are really happy with this.

AP discussed a fun/community day at the end of August. This will include food and entertainment and will be on Steyning MPF. SA suggested the changing room toilets could be used for facilities and the youth services/purple bus will be invited. Alongside a samba band!

Parish Council Priorities

All members were happy that their priorities were being met and SA commented on the reduction in ASB at the bus shelter. MP and AP will continue to monitor the rifle range during the summer months for potential ASB.

HDC Priorities

CB talked about the fact that Wardens will continue to tackle ASB and will work closely with the Police in doing so. This will ensure that they are not working in silos.

AOB

SK asked if AP and MP could contact the head teacher at the Towers school to introduce themselves.

SA asked for an update on Shopwatch – **CB to find out**

AP – no

MP – no

JF - no

CB – only to thank the members for their continued support with the Warden scheme.

Next meeting is Tuesday 12th September 2023 at 1500 hrs at the Steyning Centre

Briefing Paper for item 8.1

The Papers that follow represent the Annual Governance and Accountability Report for Steyning Parish Council for the Year 2022/23. The figures included have already been checked first by a Rialtus Accounts Operative at our 'Year End Reconciliation', and then by the Internal Auditor at his Year End site visit { The Internal Audit Report having already been discussed and agreed by F&GP Committee on the 13th June}.

Indeed, the F&GP committee have spent some time considering these documents and have recommended to Full Council that they be agreed so that the SPC Chairman sign them off so that then they can be sent to the External Auditors for their comments. The variance explanation comments must also be agreed please, as these accompany the AGAR to the external auditors as well as the 'Notice of Public Rights' which is to be discussed and agreed under the next item – 8.2.

Below are the relevant minutes from the F&GP Meeting which took place on the 13th June for your information: -

GOVERNANCE MATTERS

*To receive notification regards end of year finance reconciliation and to agree End of Year Internal Audit Report. The Rialtus Accounts rep. joined with the clerk on the 25th of May to complete the end of year accounts, and once verified these were among the figures checked by the internal auditing process. The internal audit then took place on the 30th of May and the 11 page report was a supporting paper for discussion. The only issue raised by the report was that of not having the SPC 2021/22 AGAR signed off by the external auditors. SPC were not at fault. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC agree with the End of Year Internal Audit Report. **Agreed***

Notification regarding the External Auditors correspondence concerning the objection from an SPC Councillor, concerning the 2022/23 Annual Governance and Accountability Return. The clerk had recently received correspondence from the external auditors {19th May} relating to the 2021/22 AGAR whereby an SPC councillor had raised objections against it being signed off. Because the external auditor had not raised the issues earlier, they could not be dealt with by the clerk and completed before the date of the internal audit on the 30th May. This then effected the 22/23 AGAR because under item 'N' on page 3, the internal auditor had to register that SPC had not achieved its objective {'The authority has complied with the publication requirements for the 2021/22 AGAR'}.

*To agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 22/23 with associated notes be recommended for approval at Full Council. Members present discussed many aspects of the constituent accounts, and especially in regard to the reasons for variance noted between the current year and the previous year as per points 3, 4 and 9 on page 4 of the AGAR, and within the additional 'Explanation of variances' paper. Cllr S Alexander **proposed, seconded** by Cllr Ballance that F&GP recommend to Full Council that SPC approve sections 1 and 2 of the 2022/23 SPC AGAR {with associated notes}. **Agreed***

There follow the documents which need to be agreed please -

Annual Internal Audit Report 2022/23

STEYNING PARISH COUNCIL

ENTER PUBLIC WEBSITE ADDRESS www.steyningpc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

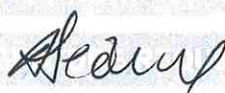
Date(s) internal audit undertaken

23/11/2022 30/05/2023

Name of person who carried out the internal audit

Andy Beams from Mulberry & Co

Signature of person who carried out the internal audit



Date

30/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

STEYNING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS www.steyningpc.gov.uk ENTER PAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

STEYNING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	219,482	304,206	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	322,305	332,357	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	153,043	115,633	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	131,850	173,546	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	258,774	279,185	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	304,206	299,465	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	327,340	324,160	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,709,115	2,515,129	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

30/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:



as recorded in minute reference:



Signed by Chairman of the meeting where the Accounting Statements were approved



Explanation of variances 2022/23 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN					Explanation (must include narrative and supporting figures)
	2023 £	2022 £	Variance £	Variance %	Explanation Required? Is > 15% Is > £100,000
1 Balances Brought Forward	304,206	219,482			
2 Precept or Rates and Levies	332,357	322,305	10,052	3.12%	NO
3 Total Other Receipts	115,833	153,043	-37,410	24.44%	YES
4 Staff Costs	173,546	131,850	41,696	31.62%	YES
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	279,185	298,774	-20,411	7.89%	NO
7 Balances Carried Forward	299,465	304,206	-4,741	1.56%	NO
8 Total Cash and Short Term Investments	324,180	327,340	-3,180	0.97%	NO
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,915,129	2,709,115	-193,986	7.16%	NO
10 Total Borrowings	0	0	0	0.00%	NO
Excessive Reserves Ratio	0.90103	0.94385			

Explanation for 'high' reserves

(Please complete or update the highlighted boxes when the total in Box 7 is greater than 2 times the value of Box 2)

Box 7 is more than twice the value of Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves*:			
Reserve 1	1118.75		
Reserve 2	1000		
Reserve 3	1142		
Reserve 4	5000		
Reserve 5	6750		
Reserve 6	2000		
Reserve 7	3743		
Reserve 8	10201.46		
Reserve 9	80000		
Reserve 10	58780.95		
		169736.16	
General reserve	129729	129729	
Total reserves (must agree to Box 7)			299465.16
Box 7 per Annual Return			299,465
Difference		0	

PLEASE PROVIDE AN EXPLANATION FOR THIS DIFFERENCE

Column B - Reserves should be renamed to show the specific purpose / name given by this authority.

Column D - Earmarked items - a value for the amount earmarked for each specific reserve should be entered. There may be fewer than 5 reserves or more and the number can be reduced or extended as appropriate.

Column D - General reserves - this should relate to normal operating funds and should be the difference between the total of all Earmarked reserves and the value of Box 7 on Section 2 of the AGAR.

Smaller authority name:

Steypning Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement Thursday 22 June 2023 (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to: (b) John Fullbrook – The Clerk and Responsible Finance Officer Steypning Parish Council Fletchers Croft, BN44 3XZ commencing on (c) Friday 23 June 2023 and ending on (d) Thursday 3 August 2023 [the 30th working day after (c) above] 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ 5. This announcement is made by (e) John Fullbrook, Steypning Parish Council Clerk	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below (d) The inspection period between (c) and (d) must also include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

SUE NYFIELD

Ebernoe Parish Council

I live in the beautiful parish of Ebernoe that sits in the corner of the South Downs National Park and is famous for its wonderful ancient woodland and annual Ebernoe Horn Fair, a lovely traditional community event.

The SDNP is a major employer and utilises a substantial budget. I have experience of managing multi-year budgets and large numbers of employees with the emphasis on team work. As a Trustee and Director of a grant making charity, I have experience of working with national and local organisations.

I have sheep and skylarks in my fields, Muscovy ducks on my pond and I support many wildlife and environmental charities including the Woodland trust, RSPB, Butterfly Conservation, Sussex Bat Group and Sussex Wildlife Trust.

As well as belonging to a number of walking groups, I am also keen to promote the interests of responsible horse riders and dog walkers in the SDNP.

ANDREW SHAXSON

Harting, Elsted & Treyford Parish Councils

Having always lived in the National Park I am a retired farmer. I have been a Parish Councillor for 35 years, formerly a District Councillor for 20, a member of the SDNPA for nine years, and am currently vice-chair of CDALC. I chaired the SDNPA planning committee for five years.

This extensive experience has provided me with a wide knowledge of the issues and concerns that affect Parishes and National Park residents, including planning delivery. Parish, District and SDNPA membership has made me aware that pro-active communication between parishes, local authorities and the SDNPA is essential to ensure all parties act in the best interests of the SDNP. If elected, I will strive to ensure the National Park Purposes are fulfilled, and to take proper account of parish concerns

and views that result from us living here, especially ensuring they are considered in line with the SDNPA's Statutory Duty.

RICHARD WATTS

Midhurst Town Council

I am passionately interested in the well-being of the National Park as a whole and would very much like to be part of the team that protects this vital landscape.

Midhurst is one of the larger towns within the National Park and sits squarely within its heart.

There are many things happening in Midhurst at the moment, particularly following the damage done by the recent fire and the closure of our high street for a prolonged period. We believe that Town Council representation within the park authority will be a benefit to both parties as we start to look at what the future for Midhurst might be.

ALUN AYLESBURY

Stoughton Parish Council

I have been one of the two 'West Sussex Parishes' representatives on the National Park Authority since its foundation. I now ask you to re-elect me.

We are very fortunate to live in the attractive part of Sussex included within the Park. In serving you on the Planning Committee (for the last several years as Deputy Chairman) and the main Authority, my aim always is to support the Parishes in trying to preserve and enhance the things that make this such a good place to live, while avoiding unnecessary or unwelcome inconveniences to those of us who actually live here.

In my working life I have been a lawyer specialising in Planning and Local Government law, so I am able to bring a great deal of specifically relevant experience to my role at the National Park.

It would be an honour and a pleasure to be allowed to continue.

THERESA BENNETT

Storrington & Sullington Parish Council

I moved to Sussex 22 years ago and enjoy the SD daily as a walker, rider, and lover of the countryside in matters of natural history, horticulture, and archaeology.

I have gained several degrees, including both a Masters in Classical Civilisation (Kings), and a PG Dip in Management. I subsequently spent 15 years as Principal Officer in the Planning and Heritage Dept. of St Albans District Council, a role which gave me a deep understanding of heritage, conservation and management of urban and rural parklands, communicating with key stakeholders and residents.

I have been a member of the Magistracy of Central and West Sussex for sixteen years, covering all aspects of the work that a JP undertakes.

I am deeply invested in the South Downs in all aspects of my daily life and would regard it as a privilege, to represent both Storrington and the interests of the wider community in the ongoing stewardship of this wonderful region.

PATRICIA HEWLETT

Petworth Parish Council

I have been a town councillor for Petworth for several years and stand on the Planning and Open Spaces committees. I also head up the Planting and Horticulture working party, being responsible for designing and planting the floral displays, including the maintenance of green spaces and the creation of green corridors around the town.

I have led Petworth's entry to the regional and national Royal Horticultural Society's "In Bloom" competitions for the last six years, achieving gold medals, winning the regional award and placed second in the Nationals. I work with the National Trust to achieve suitable planting schemes where Petworth Town Council and the National Trust combine and with the school and community garden.

SDNPA ELECTIONS 2023
CANDIDATE STATEMENTS

As a member of the Planning and Open Spaces committees my particular interests are the preservation of listed buildings, conserving the uniqueness of our town and our surroundings in the South Downs National Park.

JANE MOTE

Pulborough Parish Council

The South Downs National Park defines and nourishes us in our rural parishes - and it's why I came to live in Pulborough. Having walked and cycled the length of the Downs I couldn't be anywhere else. Even my company's name beechtobeach reflects the unique perspective when among beech trees looking down towards the sea.

I understand that the SDNPA needs to be accessible to all whilst supporting a balance between the environment and users of the park. I believe my expertise in communications could be invaluable to helping sustain that balance. As a former journalist, Head of BBC London and TV programme maker I've always had a mission to open people's eyes to nature. Since moving to Sussex, I have made pro bono films for the National Trust, Sussex Wildlife Trust, Sussex Green Living, Horsham Youth Eco Forum and won a CPRE award for Connecting people with the Countryside.

ROGER MORGAN-GRENVILLE

Tillington Parish Council

I am a 63 year old writer on nature and biodiversity, who has lived in the SDNP area for most of his life. I have a specific interest in land use, livestock and sustainable farming, as well as being the chair of trustees of a small campaigning wildlife charity, Curlew Action. I support the general aims and direction of the SDNP, and would like to use my experience and connections to enable it to move further and faster in the right direction.

CANDIDATE NAME You may vote for up to 2 (two) candidates	VOTE HERE
Aylesbury, Alun	☐
Bennett, Theresa	☐
Hewlett, Patricia	☐
Mansfield, Paul	☐
Mote, Jane	☐
Morgan-Grenville, Roger	☐
Nyfield, Sue	☐
Shaxson, Andrew	☐
Watts, Richard	☐

Your Ballot Paper should be **RECEIVED** by WSALC c/o The Returning Officer, WSALC Ltd, Village Centre, Trinity Road, Hurstpierpoint, West Sussex, BN6 9UY by **no later than 5pm Friday 23rd June 2023.** (Photocopies or electronic copies will not be accepted)

John Fullbrook

From: Steyning Parish Council - Clerk
Sent: 14 June 2023 14:29
To: John Fullbrook
Subject: FW: Rampion 2 Offshore Wind Farm: Onshore cable route selected

From: Chris. <Sent: Tuesday, June 13, 2023 6:37 PM
To: Steyning Parish Council - Clerk <**Cc:** **Subject:** Rampion 2 Offshore Wind Farm: Onshore cable route selected

Dear Mr Fullbrook,

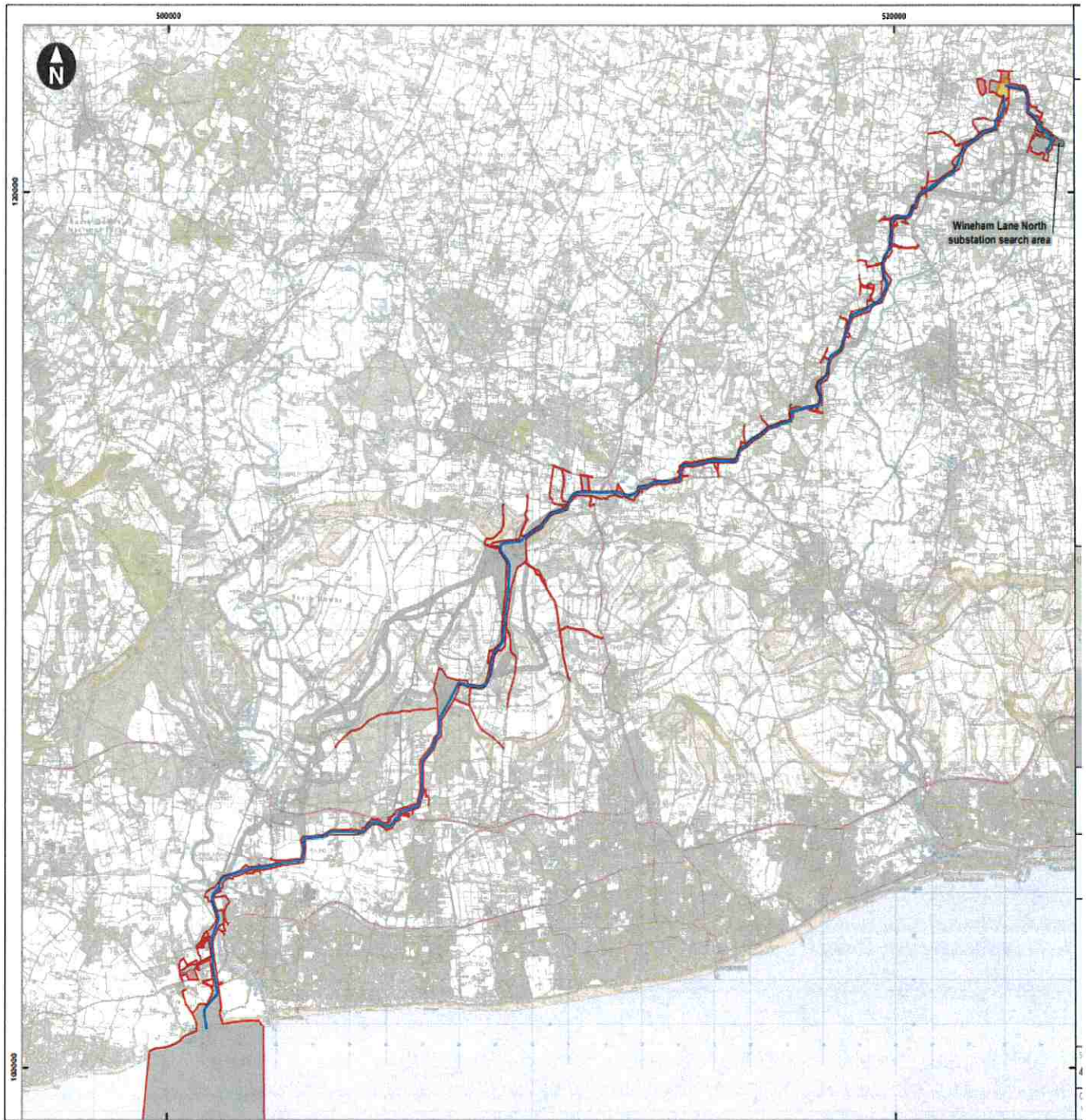
I would be grateful if you were able to share this Rampion 2 announcement with your councillors...

Rampion 2 has consulted on four occasions over a two-year period, during which a number of onshore cable route options have been considered. The preferred route will take power from the landfall at Climping Beach to the connection point at Bolney National Grid Substation.

Our non-statutory consultation in January/February 2021 introduced an initial scoping boundary or 'area of search' for the onshore cable route. Our statutory, project-wide consultation from July-September 2021 included a proposed cable route. Having listened to feedback, we embarked on a second statutory consultation dedicated to potential onshore cable route alternatives, which ran in October/November 2022. Having considered the response to this consultation, we ran one further consultation on the cable route, exploring a single short alternative known as '1d'.

The Rampion Team would like to thank the Sussex community for their input over the last three years, helping to finalise the cable route to be included in the Development Consent Order (DCO) application, which will be submitted later this summer.

The map below shows the extent of the alternative options, now greyed out, which were consulted upon along the way. The blue line represents our final cable route and the red lines show operational or temporary construction access routes and construction compounds.

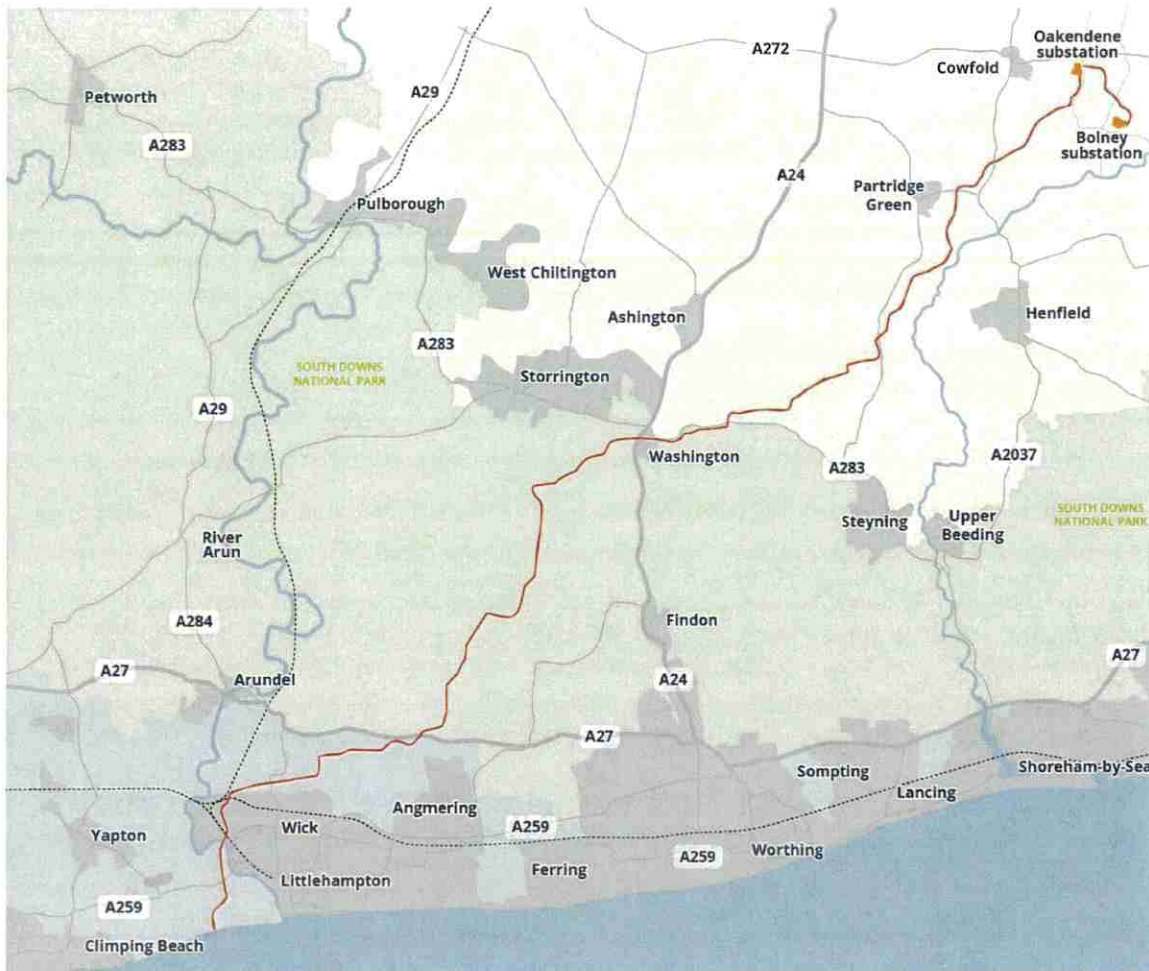


The final cable route decision was influenced by consultation feedback from statutory bodies, landowners, local residents and businesses, alongside our ongoing engineering and environmental work. Our goal throughout, has been to identify a cable route which best meets the needs of local communities, wildlife and the environment, while providing a technically feasible and economic connection solution.

The longest section of the route where alternatives were consulted upon ran from Lyminster to Sullington Hill. Having considered feedback from our consultation, the Eastern Route, also known as 'Longer Alternative Cable Route 1' has been selected. This was principally in order to protect ecology, avoiding the Warningcamp Hill and New Down Wildlife Site, and Ancient Woodland. It also reflects feedback raised during consultations with the villages of Crossbush, Burpham and Wepham.

At the northern end of the Eastern Route on the approach to Sullington Hill, a further alternative option, '1d', consulted on in February and March this year, has been selected to reconnect to the original route at Sullington Hill. This option has less impact on business, affects fewer hedgerows and is a more direct route.

The map below shows the final cable route without the previously considered options.



The Rampion 2 DCO application will be submitted this summer and once accepted by the Planning Inspectorate it will be examined before a decision on approval is made by the Secretary of State. Should consent be granted construction could start end 2026/early 2027, with the wind farm fully operational before the end of the decade, helping meet the UK's increased target for a five-fold increase in offshore wind capacity by 2030.

The proposed Rampion 2 wind farm could generate up to 1,200 megawatts, enough to power over 1 million homes, meaning Rampion and Rampion 2 combined will be able to power the equivalent of all of the homes in Sussex, twice over.

Many thanks,

Chris

Chris Tomlinson
Development & Stakeholder Manager



RWE Renewables UK

Web: <https://rampion2.com>



BROTHERHOOD HALL

STEYNING
WEST SUSSEX

A PLACE OF NURTURE & LEARNING SINCE 1584

12th June 2023

Steyning Parish Council

Dear Councillors,

Would you kindly accept this as an application to the Parish Council for a grant to help with the costs an urgent, unbudgeted, Humanitarian Relief Operation, which we entered into last week; to help the Health and Wellbeing of a number of our Ukrainian Guests who are with us throughout Steyning and surrounding villages.

What inspired us was one of our students who is a Primary teacher in Ukraine.

Just a week ago when the dam was destroyed in Nova Kakhovka she was completely traumatised as this is where she comes from, and apart from her 2 sons, who are with her, all her family live within sight of the dam, on the Russian controlled side of the river.

We had to do something and quickly; National organisations have been extremely slow in organising relief.

On Friday, of last week, we put out a plea to various Ukrainian groups in surrounding areas for money, within 2 hours we had £800, by 11.30 over £1000 which, with a lot of good will from the Billingshurst manufacturer, purchased Water Purification tablets; by 3.00 pm we took delivery of 575,000 tablets.

Simultaneously we received, from local schools and volunteers, quantities of food, hygiene products, baby products and clothes. We also depleted all of our own stocks, especially clothing.

We purchased large boxes and had a team packaging everything into 42 of them.

We arranged, at a cost of £700, overland shipment and had everything ready, all documentation, manifests etc by 1.00 pm on Saturday, and the van eventually was loaded on Sunday morning. This will be in Ukraine by Thursday this week.

We seek a grant of up to £1000, under the Health & Wellbeing of our Ukrainian Guests, to help fund this, unbudgeted, Humanitarian Aid project as the knock-on effect of the destruction of the dam has overwhelmed and traumatised them.

Thank you for helping to rebuild the lives of our Ukrainian citizens.

Kind regards

John

Founder & Lead Steyning Ukrainian Refuge