

Date published 13th September 2023

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 18th SEPTEMBER 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 {2 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 17th of July 2023 as a true and fair record.
- 5.0 MATTERS ARISING {1 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/23/39.1** Clerk / JPYC to work on new Youth Club Business Plan & continue with meetings to progress with future service provision – **Actioned / See item 9.1**
 - 5.2 FULL/23/40.3** Report from - All member working party concerning this councils aims & projects for 23/24 – **See item 8.1**
 - 5.3 FULL/23/42.1** Clerk to bring back External Auditors progress on signing off 21/22 AGAR – **Actioned / See item 8.4**
 - 5.4 FULL/23/42.2** To convene Working Practices Group to discuss amended & newly devised SPC Policies – **See item 8.6/11**
 - 5.5 FULL/23/43** Clerks office to promote three local consultations – Voluntary Carers, Adur River Recovery Project and Climate Action - **Actioned**
- 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 July and August 2023
- 8.0 GOVERNANCE AND COMMUNITY MATTERS {60 mins}, (See supporting papers)**
 - 8.1** To report progress from the All Member Working Party, that is considering projects for this council's term.
 - 8.2** Hoey – Ainscough Implementation Plan update following the July 26th HDC Standards Committee Meeting
 - 8.3** To approve the new draft SPC Memorial Tributes Policy as per recommended by the Community Committee
 - 8.4** To receive an update on the signing off of the 21/22 External Audit report.

- 8.5 To discuss and agree the appointment of the Internal Auditor for 2023/24.
- 8.6 To approve the new draft SPC part-time staff contract as per recommended by the Personnel Committee
- 8.7 To agree the new draft 'Working Practices Group, Terms of Reference' as per recommended by the Working Practices Group
- 8.8 To agree the amended 'SPC Data and Retention Policy' as per recommended by the Working Practices Group
- 8.9 To agree the newly devised 'SPC Publication Scheme' as per recommended by the Working Practices Group
- 8.10 To agree the amended 'SPC Grant Awarding Policy' as per recommended by the Working Practices Group
- 8.11 To agree the amended 'SPC Councillor - Officer Protocol' as per recommended by the Working Practices Group
- 8.12 To discuss and agree that SPC should obtain the 'Power of Competence.'

9.0 REPORTS FROM OUTSIDE BODIES {10mins} , (See supporting papers)

- 9.1 Cllr Linfield and S. Alexander – Update on Joint Parishes Youth Committee – to agree to any matters arising.
- 9.2 Cllrs Young and M. Alexander – Isolation and Loneliness / PPG update
- 9.3 Cllrs Trundle, Bell, S Alexander, Johnson & Linfield – Climate Action Group
- 9.4 Cllrs S. Alexander and Norcross – Update on Wardens Steering Group
- 9.5 Cllrs I Alexander and Trundle – Joint Parishes Cemetery Committee
- 9.6 Cllr Johnson – Steyning Greening Group

10.0 PROGRESS REPORT - ONGOING ITEMS {8 mins}

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

- 10.1 Making Steyning a 'Dementia Friendly' Town – Cllr Norcross to provide further information
- 10.2 Clerk to discuss any new S106 funding opportunities with HDC
- 10.3 Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report}
- 10.4 SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers.
- 10.5 Cllr Linehan to update at next SPC Full Council meeting; regards Virgin media installation, and local water resources
- 10.6 SPC Bank signatories Ex Councillors to be removed from listings

11.0 CORRESPONDENCE AND INFORMATION ITEMS {4 mins}

- 11.1 Rampion 2 consultation notification
- 11.2 Closure of Public right of way – Downs Link / South Downs Way

12.0 DATE OF NEXT PARISH COUNCIL MEETING: 20th NOVEMBER 2023 at 7.30pm

**John Fullbrook,
Clerk to the Council**