

Date published 15th November 2023

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 20th NOVEMBER 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 Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning 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 {4 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 18th of September 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/23/50.1** District Councillor to assist with Parking Plan working party; to send info concerning EV Charging to Clerk for distribution; work on reserving a place for the Community minibus in the Health Centre Car Park plan; and inform Clerk on whether HDC is helping SPC with finding space at the St Botolphs Cemetery – **Actioned**
 - 5.2 FULL/23/50.1** Clerk to send Cllr Finnegan information to assist in the completion of tasks and to ensure the Steyning Business Chamber has access to and would be using the £500 Christmas Events fund - **Actioned**
 - 5.3 FULL/23/52.3** SPC Memorial Tributes Policy to supersede SPC Memorial Bench policy and be published ASAP – **Actioned**
 - 5.4 FULL/23/52** Clerk to publish other amended SPC Policies and Terms of Reference agreed at Sept. meeting – **Actioned**
 - 5.5 FULL/23/53.1** Clerk to convene JPYC to further plans for a reconstituted Youth Service – **Actioned / See item 9.1**
 - 5.6 FULL/23/52.5** Clerk to appoint internal auditor for the year 2023/24 – **Actioned**
 - 5.7 FULL/23/52.6** Clerk's office to proceed with processes to ensure new staff contracts are implemented – **Actioned**
 - 5.8 FULL/23/54.3** Council to complete actions as per the implementation Plan {Hoey-Ains Report} – **Actioned / See item 8.2**
 - 5.9 FULL/23/55** Correspondence and information items to be published on the SPC Web Site - **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 September and October 2023

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

8.1 To report on the schemes, projects and requests received from residents following the 'call for projects' promotion.

8.2 Hoey – Ainscough Implementation Plan update and, following the recommendation from the Personnel Committee, to agree the twelve-month review & covering note which are to be sent off to HDC 'standards'

9.0 REPORTS FROM OUTSIDE BODIES {15mins} , (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

10.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS {5mins} (Supporting papers)

10.1 Community Committee – To receive the Minutes and Draft Minutes from the meetings held on the 5th September '23, and the 7th November '23.

10.2 Finance and General Purposes Committee – To receive the Minutes of the meetings held on the 11th July '23, 12th September '23, and 14th November '23

10.3 Planning and Premises Committee – To receive the Minutes and Draft Minutes of the meetings held on the 24th July '23, 21st August '23, 25th Sept. '23 and the 23rd Oct. '23.

10.4 Personnel Committee – To receive the Minutes and Draft Minutes from the meetings held on the 22nd August '23, and the 31st Oct. '23.

11.0 PROGRESS REPORT - ONGOING ITEMS {8 mins}

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

11.1 Clerk to discuss any new S106 funding opportunities with HDC

11.2 Chair to bring back further information concerning making Steyning a 'Dementia Friendly Town'

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

11.4 Cllr Linehan to update at next SPC Full Council meeting; regards Virgin media installation, and local water resources

11.5 SPC Bank signatories 'Ex Councillors' to be removed from listings

11.6 Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues

11.7 Clerk to convene a Climate Action Group

11.8 Clerk to report to SPC when the external auditor is to sign off on end of year reports

12.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

12.1 None at time of publication

13.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 14 and 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. {30mins}

14.0 STAFFING MATTERS – (Supporting papers)

14.1 To consider and agree that SPC gives the Personnel Committee delegated authority to deal with the current need for staff recruitment and to pursue any occupational health responsibilities if required.

15.0 COUNCILLOR/OFFICER PROTOCOL – (Supporting papers)

15.1 To approve the recommendation from Personnel Committee that should a particular Cllr restart behaviour that breaches the 'Respect Resolution' {as determined by the SPC Officer/Councillor protocol}, then due process will be invoked.

16.0 DATE OF NEXT PARISH COUNCIL MEETING: 15th JANUARY 2023 at 7.30pm

John Fullbrook,
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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