

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th NOVEMBER 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chair), Young (Vice Chairman), Hanson, S. Alexander, Sharp, Ballance, Johnson, I. Alexander, M. Alexander, Lloyd, Campbell and Linfield.

Clerks in attendance : John Fullbrook

Members of the Public : 3 {inc. District Cllr V Finnegan}

Meeting commenced : 7.30 pm

MINUTES

ACTION

FULL/23/57 APOLOGIES FOR ABSENCE

57.1 Apologies were received from Cllrs Foxwell, and Trundle. Cllr Bell absent.

FULL/23/58 DECLARATIONS OF INTEREST

58.1 None

FULL/23/59 QUESTIONS FROM THE FLOOR

59.1 None

FULL/23/60 MINUTES OF PREVIOUS MEETING - Cllr Norcross **proposed, seconded** by Cllr M Alexander that the minutes for the meeting dated the 18th of Sept. '23 be accepted as a true and fair record.
60.1 **Agreed, 11 For, 1 Against** . Clerk to check reasons for absence comment and come back to Cllr.

CLERK

FULL/23/61 MATTERS ARISING – These items were taken as read

61.1 District Cllr to assist with Parking Plan working party; to send info concerning EV Charging to Clerk for distribution; work on reserving a place for 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**

61.2 Clerk to send Cllr Finnegan info. to assist in the completion of tasks and to ensure the Steyning Business Chamber has access to & would be using the £500 Christmas Events fund – **Actioned**

61.3 SPC Memorial Tributes Policy to supersede SPC Memorial Bench policy & be published ASAP – **Actioned**

61.4 Clerk to publish other amended SPC Policies & Terms of Reference agreed at Sept. meeting – **Actioned**

61.5 Clerk to convene JPYC to further plans for a reconstituted Youth Service – **Actioned /See item 65.1**

61.6 Clerk to appoint internal auditor for the year 2023/24 – **Actioned**

61.7 Clerk's office to proceed with processes to ensure new staff contracts are implemented – **Actioned**

61.8 Council to complete actions as per the implementation Plan {Hoey-Ains Report} – **See item 64.2**

61.9 Correspondence and information items to be published on the SPC Web Site - **Actioned**

FULL/23/62 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 62.1.1 Cllr Victoria Finnegan – (HDC) update – Item 1. – Local Plan** – This will be going out to consultation shortly – more news will be forthcoming in next few weeks.
- 62.1.2 2. SNOWS {Sussex North Off-setting Water Scheme}** – This is HDC’s water mitigation strategy. There is a prioritisation matrix which will be used to help push forward the Local Plan.
- 62.1.3 3. Highways Accidents** – Recent information has been passed onto Cllr Linehan
- 62.1.4 4. Cemetery Information** – HDC do not have a statutory remit to provide or help Parish Councils provide this service. St Andrews is closed unless for secondary burials
- 62.1.5 5. Jarvis Lane traffic issues** – Cllr Linehan has been given the information to move forward on dealing with issues here, including gutters being damaged by lorries driving on pavements, and other parking infractions. The Fire brigade have been involved with them using their engine to prove that some of the parking makes for impassable situations.
- 62.1.6 6. High Street Car Park wall vegetation issue** – The planned removal of vines and other vegetation which is growing over the Car Park wall and onto the Charlton Street highway, (which restricts parking space and affects the flow of traffic), is to happen over winter. This is so that those cutting it back will more easily see what they are doing – due to the reduced amount of foliage.
- 62.1.7 7. Dog Awareness** – There was a discussion about prolonging the Public Spaces Protection Order {PSPO} in place for Steyning to avoid excessive dog fouling and the limiting of the professional dog walking {walker to dog ratio} – This is currently going to lapse in March 2024. Victoria is on Steyning’s behalf pursuing a continuance of this PSPO and would welcome any other supporting evidence relating to these issues.
- 62.1.8 8. Water Neutrality** – Southern Water have said that this will be sorted out by 2040!
- 62.1.9 9. New HDC ‘Council Plan’** – Main targets are to support people in local communities; inspiring cleaner beaches; secure carbon net zero for the council in 2030, and net zero for the district by 2050; building a thriving economy while ‘listening and improving’.
- 62.1.10 10. Planning** – An application DC/2315/82 in Kings stone Avenue is going to be withdrawn as now it will need a full planning application.
- 62.1.11 11. Fletchers Croft Stream** – This is going to be ‘Flailed’ in November, with ditch dredging and dams also to be attended to shortly.
- 62.1.12 12. Steyning PC Car Park Plan** – Victoria will be working with the appropriate HDC officers to move the SPC draft plan forward.
- 62.1.13 13. Planning Committee’s** – HDC are looking to restructure the management of this service for the benefit of residents so that qualified officers are called onto site more often in certain circumstances.
- 62.1.14 14. Food Waste Collections** – These are going to be made mandatory from April 2026
- 62.1.15 15. Fletchers Croft Access** – There are plans to complete some ground works at Fletchers Croft to avoid unauthorised access. This may include creating bunds and installing bollards and the clerk will be informed of more details when they become available.
- 62.1.16 16. Questions raised** – Fletchers Croft Stream – it’s going to need more than ‘Flailing’, could we ensure it is managed on a more regular basis please?
Could we ensure planning concerns are not being taken away from local interests and into a national planning framework {if there is to be a restructuring}?

Cllr Finnegan

Cllr Finnegan

FULL/23/63 NEIGHBOURHOOD WARDENS REPORT

- 63.1** To receive the Neighbourhood Wardens reports for September & October 2023 – Questions arose concerning first, the clothes recycling bins at Fletchers Croft not being emptied enough – the clerk will check frequency of empties and whether a further bin could be put in place. Second, wondered why there is such a big jump from September to October in terms of numbers of ‘events’ and other items. Clerk to check.

CLERK

CLERK

FULL/23/64	GOVERNANCE AND COMMUNITY MATTERS	
64.1	To report on the schemes, projects and requests received from residents following the SPC 'call for projects' promotion. The clerk relayed via supporting paper evidence, the requests received. Members commented that they were content that most of the points raised were being attended to already within the framework of the councils plans for task completion, but it was also noted that it was important that the message went back out to the residents to feedback what had been requested and what SPC were doing about these requests. This to be taken in the first instance to the Community Committee for responses to be compiled.	CLERK
64.2.1	Hoey-Ains implementation plan update, and to agree the twelve-month review as per recommended by the Personnel committee, & covering note which are to be sent off to the HDC Standards Committee. Cllr Campbell declared an interest and decided it best if he left the meeting for the duration of this item. This item was dealt with in two parts. First members considered the 12-month review document as per supporting papers. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC accept the Hoey – Ainscough Implementation Plan twelve-month review document dated November 2023, as distributed as a supporting paper, and that this is what SPC will be sending to HDC as per their requirement. Agreed	CLERK
64.2.2	The Chair had drafted a brief note to accompany the review document and asked for any amendments when it was distributed as a confidential supporting paper. A revision had been sent in and was tabled for members to read. Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC agree the revised note is sent to HDC Standards as a covering letter, and that it be sent signed by the Chair on behalf of SPC. Agreed	CLERK
FULL/23/65	REPORTS FROM OUTSIDE BODIES	
65.1.1	Cllr Linfield, S. Alexander, and the Clerk updated on the Joint Parishes Youth Committee. Before the discussion on the item commenced. The Chair made a brief announcement concerning Upper Beeding Cllr Alan Chilver, the long time and current member of the Youth Committee, who had sadly passed on a few weeks back. The Clerk was asked to pass on the condolences and thanks of this Council to his family, for his strong support of this service for so many years.	CLERK
65.1.2	Cllr S Alexander reported on progress and members discussed the documents that were presented as per supporting papers which included the Outline Business Plan {Version 5} which had already been agreed by the other two councils; the Job and Person specs for the three new Youth service provider roles; and the recent JPYC Minutes. Members were thankful for the huge amount of work completed thus far, but also raised points related to the need for the JPYC to complete further work on whether the jobs ought to be for a three-year fixed period, whether legal backing was required, and that the session locations, costs and budgetary coverage still needed to be finalised.	
65.1.3	Cllr S Alexander proposed, seconded by Cllr Linfield that SPC approves the Youth Service Provision Outline Business Plan – Version 5, so that the JPYC can meet later this week and provide a final one to be discussed {and agreed by SPC} in January. Agreed 11 For, 1 Against	CLERK
65.2	Cllrs Young and M. Alexander – Isolation & loneliness / PPG update – Nothing to report.	
FULL/23/66	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS	
66.1	Community Committee - Cllr Norcross proposed, seconded by Cllr I Alexander that SPC receive the Community Committee Minutes and Draft Minutes from the meetings held on the 5 th September '23, and the 7 th November '23. Agreed	

66.2	Finance and General Purposes Committee Cllr Norcross proposed, seconded by Cllr S Alexander that SPC receive the Minutes and Draft Minutes of the F&GP meetings held on the 11 th July '23, 12 th September '23, and 14 th November '23. Agreed	
66.3	Planning and Premises Committee Cllr Norcross proposed, seconded by Cllr Ballance that SPC receive the Minutes and Draft Minutes of the meetings held on the 24 th July '23, 25 th Sept. '23 and the 23 rd Oct. '23. Agreed	
66.4	Personnel Committee Cllr Norcross proposed, seconded by Cllr Young that SPC receive the Minutes and Draft Minutes from the meetings held on the 22 nd August '23, and the 31 st Oct. '23. Agreed	
FULL/23/67	PROGRESS REPORT To receive the following ongoing items	
67.1	<i>Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing</i>	Cllr Norcross
67.2	<i>Clerk to discuss any new S106 funding opportunities with HDC - Ongoing</i>	CLERK
67.3	<i>SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers - Ongoing</i>	CLERK
67.4	<i>Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media installation, outstanding highways scheme applications and local water resources. The Clerk was asked to add that Cllr Linehan could perhaps also report on the White Bridge project and road conditions noting flooding, drainage issues and potholes.</i>	CLERK
67.5	<i>SPC Bank signatories Ex Councillors to be removed from listings - Ongoing</i>	CLERK
67.6	<i>Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues - Ongoing</i>	CLERK
67.7	<i>Clerk to convene a Climate Action Group – Ongoing</i>	CLERK
67.8	<i>Clerk to report to SPC when the external auditor is to sign off on end of year reports - Ongoing</i>	CLERK
FULL/23/68	CORRESPONDENCE AND INFORMATION ITEMS	
68.1	None	
FULL/23/69	CONFIDENTIAL SESSION	
69.1	Cllr Norcross proposed, seconded by Cllr M Alexander to resolve, that 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 agenda items 14 and 15, may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	
FULL/23/70	STAFFING MATTERS	
70.1	The Clerk reported on the need for council to be considering four staff appointments in the next three months, three of which would be to cover the new in-house youth service provision. There were many elements requiring attention such as an overall SPC staff structure analysis; a likely ill-health insurance claim process; agreement of job and person specs; staff contracts; job adverts; and interviews.	CLERK

70.2 Cllr Norcross **proposed, seconded** by Cllr S Alexander 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. **Agreed, 11 For, 1 Against** **CLERK**

FULL/23/71 COUNCILLOR/OFFICER PROTOCOL

71.1 Cllr Campbell declared an interest in this item and volunteered to leave the room for the duration of the discussion, the vote, and indeed the rest of the meeting. Members considered the supporting paper and the recommendation from the Personnel Committee. Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC approves 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. **Agreed** **CLERK**

FULL/23/72 DATE OF NEXT FULL COUNCIL MEETING: 15th January 2024 at 7.30pm

Meeting closed at 9.10 pm

Signed Date 15th January 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/3D50Jrdj3uc>

Unfortunately, the first 8 minutes are missing due to a technical fault