



The Steyning Centre, Fletchers Croft, Steyning
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**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 19th FEBRUARY 2024 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 20 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 15th of January 2024 as a true and fair record.
- 5.0 MATTERS ARISING {4 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/23/78.1** Cllr Finnegan reporting back on any Solar Farm connection and P.S.P.O. resolution – **See item 6.1**
 - 5.2 FULL/23/78.1** Clerk to discuss Fletchers Croft security proposals with HDC Parks and Countryside development officers and bring back to Community Committee and Festival Reps. – **Actioned / See item 6.1**
 - 5.3 FULL/23/78.1** Clerk & Cllr Finnegan to report back on developments following the SPC Outline Car Parking plan submission – **See items 6.1 & 8.6**
 - 5.4 FULL/23/78.2** Curved seat by the High Street notice board to be painted and maintained by HDC - **Actioned**
 - 5.5 FULL/23/80.1** Clerk passed on comments to the monitoring office regarding code of conduct complaints – **See item 8.3**
 - 5.6 FULL/23/80.2** SPC Agreement on Youth Service MOU, Job descriptions and person specs passed back to JPYC - **Actioned**
 - 5.7 FULL/23/80.2** New JPYC Bank Account, set up and administered by SPC – **Actioned**
 - 5.8 FULL/23/80.4** Clerk to pursue th local MP in order to secure his attendance at the SPC Annual Parish Meeting – **Actioned**
 - 5.9 FULL/23/80.4** Some local groups be invited along to showcase their members work – **See item 8.5**
 - 5.10 FULL/23/80.5** Community Engagement Groups Terms of Reference and membership published – **Actioned**
 - 5.11 FULL/23/80.7** HDC Local Plan reg 19 response delegated to P&P Committee – **Actioned / See item 8.8**
 - 5.12 FULL/23/81.1** Clerk to submit Precept request based upon SPC requirements – **Actioned**
 - 5.13 FULL/23/82.1** Vintage Years annual grant to be paid as per request – **Actioned**
 - 5.14 FULL/23/81.1** SPC former Bank signatories {Ex councillors} removed from listings and Bank database – **Actioned**
 - 5.15 FULL/23/80.3** Cllr Johnson to convene the combined parishes Climate Action Group - **See item 10.2**
- 6.0 REPORT FROM DISTRICT AND COUNTY COUNCILLORS {15 mins}**
 - 6.1** Cllr Victoria Finnegan – (HDC) update
 - 6.2** Cllr Nicholas Marks – (HDC) update



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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7.0 NEIGHBOURHOOD WARDENS REPORT {10 mins} (See supporting papers).

7.1 To receive the Neighbourhood Wardens reports for January 2024

8.0 GOVERNANCE AND COMMUNITY MATTERS {55 mins}, (See supporting papers)

- 8.1** To receive a brief presentation from the Steyning Downland Scheme Youth project manager
- 8.2** To receive Youth Service recommendations from the Joint Parishes Youth Committee and to approve the final parts of the agreement to proceed with the internal service provision.
- 8.3** Review from the HDC monitoring office, concerning outstanding code of conduct resolution and Hoey Ains plan and agree any actions.
- 8.4** To discuss and agree the SPC meeting schedule for the next 15 months
- 8.5** To discuss and agree the details for this year's SPC Annual Parish Meeting
- 8.6** To discuss and agree the likelihood of Fletchers Croft reverting back to the status of a long-term Car Park.
- 8.7** To discuss and agree the year end membership scheme with the accounts package provider – Rialtus.
- 8.8** Following the publication of the Horsham District Local Plan Regulation 19 document, to receive the recommended response from the Planning and Premises working party and to agree the final SPC submission.
- 8.9** 2023 Local Election re-charge notification

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

- 9.1 Community Committee** – To receive the Minutes and draft Minutes from the meetings held on the 5th December '23, and the 6th of February '24.
- 9.2 Finance and General Purposes Committee** – To receive the Minutes and draft Minutes of the meetings held on the 12th December '23, and the 9th of January '24
- 9.3 Planning and Premises Committee** – To receive the Minutes and draft Minutes of the meetings held on the 27th November '23, 18th December '23, and the 22nd of January '24.
- 9.4 Personnel Committee** – To receive the Minutes and draft Minutes from the meetings held on the 14th December '23, and the 15th of February '24.

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

- 10.1** Cllrs Young and M. Alexander – Isolation and loneliness / PPG update
- 10.2** Cllr Johnson – Climate Action Group
- 10.3** Cllrs Norcross and Lloyd – HALC / WSALC / NALC

11.0 PROGRESS REPORT - ONGOING ITEMS {5 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 Wardens and Steyning Business Chamber to set up Disc reporting system for High Street retailers.
- 11.4** Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues
- 11.5** 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 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. {30mins}

14.0 STAFFING MATTERS – {20mins} (Supporting papers)

- 14.1** To discuss and agree the recommendations from Personnel committee in relation to the recent Ill-health retirement claim.
- 14.2** To approve recommendations from Personnel Committee concerning the current staff selection process

15.0 DATE OF NEXT PARISH COUNCIL MEETING: 15th APRIL 2024 at 7.30pm

John Fullbrook, Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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