

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th JANUARY 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chair), Young (Vice Chairman), S. Alexander, Sharp, Ballance, Foxwell Bell, Trundle, Lloyd, and Linfield.

Clerks in attendance : John Fullbrook

Members of the Public : 7 {inc. District Cllrs V. Finnegan & N. Marks}

Meeting commenced : 7.30 pm

MINUTES

ACTION

FULL/23/73 APOLOGIES FOR ABSENCE

73.1 Apologies were received from Cllrs M Alexander, I Alexander, Campbell, Johnson and Hanson. West Sussex County Cllr P Linehan also sent apologies.

FULL/23/74 DECLARATIONS OF INTEREST

74.1 None

FULL/23/75 QUESTIONS FROM THE FLOOR { in summary}

75.1.1 Q - Trevor Cree - I should like to ask six questions before receiving answers because of the two-minute time limitation. Question 1: What is the justification for the increase in staff salaries of £26,000 in 24/25 when many Steyping residents are currently facing financial hardship?

75.1.2 A – The Clerk explained the increase was a product of an agreed staff salary assessment, NALC agreed salary increases, additional pension coverage/ contributions, and escalating national minimum wage requirements.

75.1.3 Q2: Who is the employer of the proposed JPYC Project staff and what legal status has it?

75.1.4 A – The Clerk explained that the employees would be employed by the Council in charge, the same as any other council employee and as to which council - this is still to be determined by the JPYC.

75.1.5 Q3: It is budgeted that the SPC will contribute £31,100 for the Youth Service in 24/25 for 'staffing costs'. Why are these costs not included under Budget Line 4000?

75.1.6 A – The Clerk explained that currently staffing costs will fall under the Youth Service expenditure line, with details still to be determined by the JPYC.

75.1.7 Q4: Where is the proposed Steyping Youth Service to meet and what are the agreed room hire costs?

75.1.8 A – The Clerk said the Youth Service will meet at the Cuthman Centre and Upper Beeding Sports Hall and will be using the Steyping Centre as needs be and that two other venues are also being discussed. The final programmed session locations will be determined by the JPYC together with the yet to be appointed Youth Worker in Charge.

75.1.9 Q5: It is proposed that the JPYC Project will donate £5,000 to the Steyping Downland Scheme. Were all SPC councillors consulted on this proposal and if not, why not?

75.1.10 A – The Clerk explained the JPYC have delegated responsibility to look after the Youth Service, and further to their recommendation, should the council agree to the Memorandum of Understanding on tonight's agenda, then in effect Council would be agreeing to that annual donation.

75.1.11 Q6: {Statement} Steyping Grammar School (SGS) has appointed a specialist worker for vulnerable pupils. The taught SGS curriculum is supplemented by over 60 SGS clubs. The Parish Councils have no statutory duty to provide a youth

club service and yet Steyning is proposing to spend £93,000 over the next three years and has demonstrated poor attendance figures whilst projecting a Year 3 attendance of only 44 per week out of a SGS complement of 2,287. I would therefore request that a decision be postponed until councillors are provided with a sustainable proposal.

75.2.1 Statement- Anon – *It might be useful in future if residents wanting answers to questions, submit them in writing in advance so that the Clerk can have answers ready.*

FULL/23/76 **MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 20th of Nov. '23 be accepted as a true and fair record.
76.1 **Agreed, 9 For, 1 Abstained .**

FULL/23/77 **MATTERS ARISING – These items were taken as read**

77.1 Clerk to check reason for absence enquiry, and communicate it to Cllr – **Actioned**

77.2 District Cllr Finnegan to raise issues concerning Fletchers Croft Stream maintenance and any proposed planning consultation restructuring with appropriate HDC Officers – **See item 78.1.6**

77.3 Fletchers Croft Recycling Bin concerns to be part of Steyning Car Park discussions with HDC – **Actioned**

77.4 Enquiry regarding 'Events' tally on Wardens reports – **See item 79.1**

77.5 Call for Projects requests taken to Community Committee for response compilation – **Actioned**

77.6 Twelve Month Implementation Plan Review and covering note sent to HDC – **Actioned /See item 80.1**

77.7 SPC's condolences sent to Cllr Chilvers' family in appreciation of his service to our – **Actioned**

77.8 Youth Service docs./ recommendations to be brought to Council for agreement – **Actioned/ Item 80.2**

77.9 Cllr Linehan to report on 4 outstanding items previously raised – **Item ongoing in Cllr Linehan's absence**

CLERK

77.10 Clerk to convene Climate Action Group – **See item 80.3**

77.11 Personnel Committee to discuss and progress staffing matters as per SPC Agreement – **Actioned**

77.12 Due process regarding 'Respect Resolution' to be actioned if necessary – **To be Actioned if required**

FULL/23/78 **REPORT FROM DISTRICT COUNCILLORS (In Summary)**

78.1.1 **Cllr Victoria Finnegan – (HDC) update – Item 1. – Condolences** – Unfortunately, Cllr Malcom Eastwood, the HALC Chairman, passed away in December.

78.1.2 **2. Local Plan approval** - This was agreed to go to Reg19 consultation on the 11th December. From the 19th Jan to the 1st March, HDC will receive representations. Proposed Glebe Farm development for 265 homes, is part of this plan. There are amendments (improvements) to now reflect upon Climate emergency and biological diversity maintenance {Net gain of 12% as opposed to govt. standard 10%}. Streets designed around people, rather than cars.

78.1.3 **3. Water Neutrality** – HDC have revised their approach, and will grant nonmaterial amendment applications and preoccupation conditions without the need to demonstrate water neutrality.

78.1.4 **4. A Rivers Charter** – HDC pulling together organisations that work on rivers within our district

78.1.5 **5. Car Park Recycling** – HDC are removing some recycling bins, as HDC now do textile and small electrical items collections – details on HDC Web Site and to be passed to SPC Clerk

78.1.6 **6. Fletchers Croft update** – The Stream has now been 'Flailed' and this has been added to the maintenance programme for the future.

78.1.7 **7. High Street Car Park wall vegetation** – This has been dealt with now.

78.1.8 **8. Solar Farm connections** – The issues with connecting the proposed development to the national grid are to be discussed.

Cllr Finnegan

78.1.9	9. Fletchers Croft security – HDC Parks and Countryside development officers have now met the SPC Clerk to discuss proposals to secure Fletchers Croft against access from travellers, after initial proposals needed to be modified to incorporate solutions which were more aesthetically pleasing as well as technically and feasibly able to incorporate any future events. Details will be reported by the Clerk to Festival Trustees, and the SPC Community Committee	CLERK
78.1.10	10. Public Spaces Protection Orders – Following incident at Mouse Lane, Victoria will continue to lobby for extending PSPO's to deal with dog fouling and commercial dog walking issues, and will report back on further news.	CLERK
78.1.11	11. HDC new App for Bin collection notifications – More information to follow on further Applications for this service.	Cllr Finnegan
78.1.12	12. Damp & Mould in Steyning properties – Residents have reported issue to Victoria, and if anything similar is reported then point residents to the public health department at HDC, as an officer has been given this task.	
78.1.13	13. Car Parks – Following the SPC Outline Car Parking Plan submission, Victoria is moving forward in liaison with HDC officers with reinstating a Long-term parking arrangement at Fletchers Croft. A greater influence in regard to electronic sign input is also due being discussed. More news on these items at the next SPC Community Meeting.	CLERK
78.1.14	14. Questions raised – Could we ensure the planning department spend time considering build quality as well as things like biodiversity?	
78.2.1	Cllr Nicholas Marks – (HDC) update – Item 1. – High St Road markings – Good result. A resident had reported that the lines were impossible to see at the High St Car Park entrance, as they had become fainter over time. After Nick passed on the query and the lines have now been repainted. The curved seating by the SPC notice board was also discussed and its maintenance is being checked by HDC operatives.	CLERK
78.2.2	2. Farmers Market attendance. There has been really good feedback from residents for this community engagement initiative and Nick welcomes the fact that SPC Councillors will be joining the District Councillors shortly for these 'constituency surgery' sessions.	
FULL/23/79	NEIGHBOURHOOD WARDENS REPORT	
79.1	The Neighbourhood Wardens reports for November & December 2023 were received with no questions raised. One observation was that the CCTV cameras had again been instrumental in helping alleviate a potential antisocial behaviour situation at the Steyning Centre.	
FULL/23/80	GOVERNANCE AND COMMUNITY MATTERS	
80.1	Hoey – Ainscough Implementation Plan Review update - The clerk reported that on the 21 st November SPC sent HDC monitoring office the agreed plan review and covering letter in advance of their Standards Committee on the 29 th November. It wasn't discussed unfortunately, and it will not be discussed now until their next meeting in March. In the meantime, there has been an influx of Code of Conducts from other Parishes that have overrun their service. They are trying to outsource some assistance, but it's not been successful so far, and this has delayed their concluding SPC's outstanding issues. The Clerk has asked for a meeting with them next week and requested that any comments from councillors should be passed to him in advance of that meeting.	CLERK
80.2	To receive Youth Service recommendations from the Joint Parishes Youth Committee. Cllrs were asked to approve recommendations from the Joint Parishes Youth Committee in respect of a number of documents as presented in Supporting papers. These being the Memorandum of Understanding which details the agreement between the three Parishes in terms of the administrative contract for the proposed youth service for the year 24/25; and the two Job Descriptions & Person Specifications for the new positions associated with the	

delivery of this service. There were also supportive evidence reports including the schemes **Outline Business Plan**; the draft youth service **Finance Plan**; and the sample **Youth Service Session Programme**; plus, previous **Youth Service Reports**. Discussion concentrated on potential attendance figures, and the £5,000 donation to the Steyning Downland Scheme, which was incorporated within the 'MOU', and with agreement, would thereby enable the JPYC service to work collaboratively and in a mutually beneficial way with the Wiston Estates new Youth Service.

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| 80.2.1 | Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC approve the Youth Service 'Memorandum of understanding' as per {Supporting Paper} document 8.2.1. Agreed 7 For, 3 Abstained. | CLERK |
| 80.2.2 | Cllr Norcross proposed, seconded by Cllr Linfield, that SPC approves the 'Youth Worker in Charge' Job Description and Person Specification {as per supporting papers}. Agreed | CLERK |
| 80.2.3 | Cllr Norcross proposed, seconded by Cllr Linfield, that SPC approves the 'Part-time Youth Support Worker' Job Description and Person Specification {as per supporting papers}. Agreed | CLERK |
| 80.2.4 | Cllr Norcross proposed, seconded by Cllr Ballance, that SPC sets up a joint parishes {Youth Service} bank account as recommended by the JPYC. Agreed | D CLERK |
| 80.3 | To agree the convening of a proposed combined parishes Climate Action Group. Cllr Johnson had written a briefing note as advocate for the combining of a joint parishes initiative to extend the scope of the existing SPC Climate Action Group, to thereby incorporate the work undertaken by three adjacent parishes, which were involved with a number of joint or similar schemes or projects, as was the 'Greening Steyning Group'. | Cllr Johnson |
| 80.3.1 | Cllr Norcross proposed, seconded by Cllr Bell that Cllr Vicci Johnson convene an initial meeting of councillors from the four parishes {Steyning, Upper Beeding, Bramber & Ashurst} to review progress and develop a climate action plan, and that the representatives of the current SPC Climate Action Group would continue in their role, but under a revised title, and that the first item for the group to agree is to recommend back to Full Council, and indeed also the other Councils, the new groups 'Terms of Reference'. Agreed 9 For, 1 Abstained | |
| 80.3.2 | NB for Ref. - Cllrs S Alexander, Bell, Johnson, Lindfield and Trundle were elected as members of SPCs Climate Action Group at Full Council in May 2023. | |
| 80.4 | To discuss the theme of this year's SPC March Annual Parish Meeting. There were suggestions made via supporting papers including the local MP being asked to make a presentation. In terms of the main speaker, Andrew Griffiths MP was agreed as first choice by show of hands and that the Clerk should attempt to pursue his attendance. Then, if he is not available, the Clerk to look at other options including the Steyning Grammer Head Teacher, a Knepp Estate representative, or Sussex Wildlife Trust or CPRE representative, and bring back news to next Full council in February, | CLERK |
| 8.4.1 | Cllr Norcross proposed, seconded by Cllr Young that as part of the annual parish meeting, SPC invite all the local groups to 'showcase' {represent themselves} at the Annual Parish Meeting. Agreed | CLERK |
| 80.5 | To discuss the recommendations from the Working Practices Group concerning the proposed Community Engagement Group. Cllr Norcross proposed, seconded by Cllr Sharp that SPC accept the Steyning Parish Council Community Engagement Group 'Terms of Reference' as presented within supporting papers. Agreed | CLERK |
| 80.6 | To agree the representative SPC Cllr membership on the Community Engagement Group. Cllr Norcross proposed, seconded by Cllr S Alexander that the seven members of the Community Engagement Committee are Cllrs Andrew Sharp, Chris Young, Liz Trundle, Simon Alexander, Robin Ballance, Karon Foxwell and Sarah Linfield. Agreed | CLERK |

80.7	Following the soon to be published Horsham District Local Plan Regulation 19 document, to agree in which way SPC wants to compile a response to the consultation request. Cllr Norcross proposed, seconded by Cllr S Alexander, that Planning and Premises Committee is delegated to formulate a response to this request {for a Local Plan reg. 19 response} in the first instance, and that they can decide upon how they want the process to proceed. Agreed	CLERK
FULL/23/81	FINANCE MATTERS	
81.1	To approve the recommendation from the Finance and General Purposes Committee and agree the Steyning Parish Council 2024/2025 Budget and associated Precept request to HDC for 2024/2025 (£404,325.00), plus the Band D tax figure (£157.42 - Parish Council part only) for the Steyning Parish. It was pointed out that the process to determine the final recommendation from F&GP as per supporting papers had been an undertaking involving three months of debate by all three SPC standing committees with delegated budgetary responsibilities. Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC approve the recommendation from the F&GP Committee, and agree the Steyning Parish Council Budget and associated Precept request for 2024/25. Agreed	CLERK
FULL/23/82	REPORTS FROM OUTSIDE BODIES	
82.1	Cllrs Young and M. Alexander – Isolation & Loneliness / PPG, Cllr Young reported that the Vintage Years Group were presently enjoying maximum attendance numbers, and that the PPG meetings were to be more formally timetabled to be convened each quarter and would also allow, for the first time, direct contact with the Practice Manager. Also, to notify that there will be a mobile unit offering Covid Jabs at the Health Centre Car Park on the 18th January. The Chair pointed out the briefing note which had been sent by Vintage Years which details a years' worth of excellent events put on by the group for Steyning residents. The Clerk further reported that this paper was in support of their request for the annual grant which had previously been agreed by SPC, and that he would be processing this request.	CLERK
82.2	Cllr S. Alexander – Wardens Steering Committee. There had been a meeting on the 12th December, and it was reported that the Wardens were to pay particular attention to the Bus Shelter to help avoid any ASB incidents over the dark winter nights. The Clerk had suggested that the Wardens help coordinate the setting up of the Community Disc reporting Scheme for the commercial operators within all three Parishes, rather than just the Steyning High Street Traders, and this was also accepted.	WARDENS
FULL/23/83	PROGRESS REPORT	
	To receive the following ongoing items	
83.1	<i>Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing</i>	Cllr Norcross
83.2	<i>Clerk to discuss any new S106 funding opportunities with HDC - Ongoing</i>	CLERK
83.3	<i>SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers - Ongoing</i>	CLERK
83.4	<i>SPC Bank signatories Ex Councillors to be removed from listings - Ongoing</i>	CLERK
83.5	<i>Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues - Ongoing</i>	CLERK
83.6	<i>Clerk to report to SPC when the external auditor is to sign off on end of year reports - Ongoing</i>	CLERK
FULL/23/84	CORRESPONDENCE AND INFORMATION ITEMS	
84.1	None	

FULL/23/85 DATE OF NEXT FULL COUNCIL MEETING: 19th February 2024 at 7.30pm

Meeting closed at 9.23 pm

Signed Date 19th February 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/GcSCY3VHow4>