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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 15th APRIL 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 19th of February 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/23/93.1** SDS project manager presentation content relayed to Joint Parishes Youth Committee {JPYC} – **Actioned**
 - 5.2 FULL/23/93.2** 3-year commitment to youth service agreement relayed to JPYC - **Actioned**
 - 5.3 FULL/23/93.2** Youth Service 'Memorandum of Understanding' signed by all parishes - **Actioned**
 - 5.4 FULL/23/93.2** Youth Service Governance, Activity programme & Outline Budget agreements taken back to JPYC- **Actioned**
 - 5.5 FULL/23/93.3** Clerk to meet HDC independent solicitor concerning Hoey Ains review plan – **Actioned / See item 8.5**
 - 5.6 FULL/23/93.4** SPC Annual Parish Meeting arrangements put in place - **Actioned**
 - 5.7 FULL/23/93.4** 'Showcase' promotion @ the APM idea taken forward to local clubs – **See item 13.1**
 - 5.8 FULL/23/93.5** SPC Meeting schedule for next 15 months published - **Actioned**
 - 5.9 FULL/23/93.6** Fletchers Croft Car Park Long Term status support taken back to HDC - **Actioned**
 - 5.10 FULL/23/93.7** Rialtus Gold Scheme Accounts support package agreement put in place - **Actioned**
 - 5.11 FULL/23/93.8** HDC Local Plan Reg 19 response from SPC delegated to Planning Com. and submitted - **Actioned**
 - 5.12 FULL/23/93.9** Local election re-charge payment made - **Actioned**
 - 5.13 FULL/23/95.2** Climate Action Group convened and to look at TOR's and quick wins – **Actioned / See item 8.2**
 - 5.14 FULL/23/95.3** Social Media webinar session on 21st Feb to be attended by Cllrs - **Actioned**
 - 5.15 FULL/23/96.4** Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues - **Actioned**
 - 5.16 FULL/23/96.5** Clerk to report to SPC when the external auditor is to sign off on end of year reports - **Actioned**
 - 5.17 FULL/23/91.1** Cllr Finnegan to report back on progress with convening a meeting with HDC Car Parks Team - **See item 6.1**
 - 5.18 FULL/23/97.1** Clerk to promote correspondence and information items - **Actioned**
 - 5.19 FULL/23/97.3** Town Clock fixed - **Actioned**
 - 5.20 FULL/23/99.1** Clerk to progress the Tier One ill health retirement procedure for staff member - **Actioned**
 - 5.21 FULL/23/99.2** SPC Personnel Committee delegated responsibility to appoint staff member - **See item 13.1**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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6.0 REPORT FROM DISTRICT AND COUNTY 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 February and March 2024

8.0 GOVERNANCE AND COMMUNITY MATTERS {50 mins}, (See supporting papers)

8.1 To receive a brief presentation concerning the proposed 'Local Cycling & Walking Infrastructure Plan for Steyning, Bramber and Beeding, and agree any actions necessary

8.2 To receive a report from the Climate Action Group reps following their recent meeting, including agreeing the groups recommended SPC Climate Action Plan as per supporting papers.

8.3 To discuss and agree support for a House of Commons private members bill – ***The Climate and Nature Bill***

8.4 To discuss and approve sending a letter to Southern Water concerning sewage discharges into the river Adur

8.5 Hoey - Ains. Review process - update from the Clerk after meeting HDC independent solicitor.

8.6 To receive report from the SPC External Auditor for the financial year 21/22 following local electors' objection under Sec. 27 of the Local Audit & Accountability Act 2014. – ***'No evidence found of matters not being dealt with appropriately'***. Current cost of this process for the year @ £3,995 (Ex VAT) - this includes a 50% discount. To discuss and agree any actions if necessary, including whether to appeal against the decision.

8.7 Following the publication of the 2024 NALC Joint Panel on Accountability and Governance (JPAG) - Practitioners Guide: to receive notification that the two main actions/ changes to guidance which include using gov.uk domains for web site and emails, plus publication recommendation for the internal audit report, are already being implemented by SPC

9.0 REPORTS FROM OUTSIDE BODIES {5mins}

9.1 Cllrs Young and M. Alexander – Isolation and loneliness / PPG update

9.2 Cllrs Norcross and Lloyd – HALC / WSALC / NALC

10.0 PROGRESS REPORT - ONGOING ITEMS {2 mins}

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

10.1 Clerk to discuss any new S106 funding opportunities with HDC

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

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

11.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

11.1 Information item from the Gov. – The Department for Levelling Up – This year's tax rises.

12.0 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 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. {30mins}

13.0 STAFFING MATTERS – {20mins}

13.1 To discuss and approve recommendations from Personnel Committee concerning the current staff selection process

13.2 To discuss and agree any recommendations from the Joint Parishes Youth Committee

14.0 DATE OF NEXT PARISH COUNCIL MEETING: 20th MAY 2024 at 7.30pm

John Fullbrook
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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