

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th APRIL 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chair), Young (Vice Chairman), S. Alexander, Lloyd, Johnson, Linfield Bell and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 12 {inc. District Cllrs V. Finnegan & N. Marks}
Meeting commenced : 7.33 pm

DRAFT MINUTES

ACTION

FULL/23/101 APOLOGIES FOR ABSENCE

101.1 Apologies received from Councillors Sharp, Campbell, Foxwell, M Alexander, I Alexander, with Simon Alexander arrival delayed by up to 30minutes. Cllrs Trundle and Ballance absent.

FULL/23/102 DECLARATIONS OF INTEREST

102.1 Cllrs Johnson declared an interest in agenda item 8.1 due to her involvement as member of the Greening Steyning steering group.

FULL/23/103 QUESTIONS FROM THE FLOOR {in summary}

103.1.1 **Q** – Trevor Cree - Recently wrote to all SPC councillors in regard to the Mouse Lane Flooding issue and asked for an acknowledgement of his report but received none. In direct contrast he received a very constructive response from the Wiston Estate. Due to his experience he should therefore like to offer his services to the Mouse Lane Flooding working party. At the last F & GP meeting the committee discussed a SPC leaflet that instructed Steyning residents not to contact the neighbourhood wardens about anti-social behaviour. He requested that the full Council discuss at the next meeting whether or not the SPC and residents should continue to fund the wardens.
The last F & GP meeting Minutes have not been uploaded to the SPC website. He thought the delay unacceptable. A number of Supporting Papers to this meeting and others were not dated and neither do they identify the author. He believed this to be unprofessional and should not be acceptable to any council.

103.1.2 **A** – The Chair pointed out that the leaflet referred to was only a draft document, and the text had been amended before publication. Then thanked Trevor for his other observations.

103.2.1 **Q** – A resident remarked in relation to agenda item 8.4, that members ought to be aware that the government plans to maintain a commitment to permit up to 12 storm overflows per year. (from sewage outlets such as that to be discussed - into the River Adur)

103.2.2 **A** – The Chair thanked the resident for this useful information.

FULL/23/104 **MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr Young that the minutes for the meeting dated the 19th of Feb. 2024 be accepted as a true and fair record.
104.1 **Agreed.**

- FULL/23/105 MATTERS ARISING – These items were taken as read**
- 105.1** SDS project manager presentation content relayed to Joint Parishes Youth Committee {JPYC} - **Actioned**
 - 105.2** 3-year commitment to youth service agreement relayed to JPYC - **Actioned**
 - 105.3** Youth Service ‘Memorandum of Understanding’ signed by all parishes - **Actioned**
 - 105.4** Youth Service Governance, Activity programme & Outline Budget agreements taken back to JPYC - **Actioned**
 - 105.5** Clerk to meet HDC independent solicitor concerning Hoey Ains review plan – **Actioned / Item 108.5**
 - 105.6** SPC Annual Parish Meeting arrangements put in place - **Actioned**
 - 105.7** ‘Showcase’ promotion @ the APM idea taken forward to local clubs – **See item 113.1**
 - 105.8** SPC Meeting schedule for next 15 months published - **Actioned**
 - 105.9** Fletchers Croft Car Park Long Term status support taken back to HDC - **Actioned**
 - 105.10** Rialtus Gold Scheme Accounts support package agreement put in place - **Actioned**
 - 105.11** HDC Local Plan Reg 19 response from SPC delegated to Planning Com. and submitted - **Actioned**
 - 105.12** Local election re-charge payment made - **Actioned**
 - 105.13** Climate Action Group convened and to look at TOR’s and quick wins – **Actioned / See item 108.2**
 - 105.14** Social Media webinar session on 21st Feb to be attended by Cllrs - **Actioned**
 - 105.15** Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues - **Actioned**
 - 105.16** Clerk to report to SPC when the external auditor is to sign off on end of year reports - **Actioned**
 - 105.17** Cllr Finnegan reports back on progress with convening a meeting with HDC Car Parks Dep.- **item 106.1.8**
 - 105.18** Clerk to promote correspondence and information items - **Actioned**
 - 105.19** Town Clock fixed - **Actioned**
 - 105.20** Clerk to progress the Tier One ill health retirement procedure for staff member - **Actioned**
 - 105.21** SPC Personnel Committee delegated responsibility to appoint staff member - **See item 113.1 & 2**

FULL/23/106 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 106.1.1** **Cllr Victoria Finnegan – (HDC) update – Item 1.** – Some planning officers have recently left HDC, and this is leading to processing delays
- 106.1.2** **2. Wildways Project, in collaboration with Sussex Wildlife Trust.** Pollinating highways - mowing changes to restricted areas not whole area of Fletchers Croft, Penlands vale and St Andrews. Maps for Fletchers Croft and St Andrew's have been shared.
- 106.1.3** **3. Fletchers Croft – Unauthorized Access protection** - Liaison with local groups and SPC went well, and a final project plan and scope of works are agreed – to be completed by early May
- 106.1.4** **4. Residential waste collection developments** – HDC are continuing to update their collection methods, routines and weekly programmes – more details will be sent to homes.
- 106.1.5** **5. LED lights on the High Street** – These have been fixed
- 106.1.6** **6. Repainting of lines in High Street Car Park** – This has been completed
- 106.1.7** **7. Fletchers Croft Car Park** – The reinstatement of this as a long stay facility progresses but is currently with the HDC legal department. Public consultation is likely to take place in May.
- 106.1.8** **8. Car Park Signs on Steyning’s roads** – HDC have re-fixed these in place. The Chair pointed

	out that one was still pointing the wrong way!	
106.1.9	9. Electronic Notice boards – Steyning PC will be able to input content soon, but protocols still need to be worked out including approval of information	
106.1.10	10. Newmans Gardens Car Park – The development has been delayed, but a meeting on the 22 nd April will move the process forward	
106.1.11	11. Decarbonisation project – Capitol Theatre is undergoing renovations with this in mind	
106.1.12	12. Public Space Protection Order (PSPO) – No dog fouling or other issues have been reported recently therefore the this has lapsed	
106.1.13	13. Warmer Homes project – The maximum threshold for eligibility for the grant has risen to £36,000 for energy saving assistance – if you don't have a gas boiler.	
106.1.14	14. Gatwick Airport news – EasyJet and British Airways have confirmed that they no longer need the extension to the runway	
106.1.15	15. Andrew Griffith MP at the SPC meeting – Following Andrew's message to contact the HDC Cllrs there have been a number of follow-up communications from residents particularly relating to the Glebe Farm development proposals	
106.1.16	16. Precept – Apparently residents bills show an SPC precept increases of 20% rather than the 19.27% actual figure. This probably relates however to the specific increase relating to a properties 'Band' classification	
106.1.17	17. Questions – Is there a map showing details of the Fletchers Croft 'wild ways' {SPC Clerk to provide}, and how were High Street Wi Fi improvements going. This issue lies with County Council who are aware, and have said that a better service should be in place by July	CLERK
106.2	Cllr Nicholas Marks – (HDC) update – Relating to the White Horse new wall construction – Nick will be pursuing this item to see if the planning process was completed correctly and either way to see if its look can be bettered.	
FULL/23/107	NEIGHBOURHOOD WARDENS REPORT	
107.1	The Neighbourhood Wardens reports for February and March 2024 were received. A question was raised concerning whether reporting / issue trends were being checked upon and action subsequently undertaken. It was stated that these were routinely discussed at the quarterly steering committee meetings which were attended by SPC Cllr reps.	
FULL/23/108	GOVERNANCE AND COMMUNITY MATTERS	
108.1.1	To receive a presentation concerning the proposed 'Local Cycling & Walking Infrastructure Plan' {LCWIP} for Steyning, Bramber and Beeding. Sarah Collins presented a case for the proposed plan and was supported by previously distributed papers. Her eloquent and informative summation included three main outcome goals as follows: 1. A plan for walking and cycling which identifies preferred routes and core zones for further developments 2. A prioritised programme of infrastructure improvements for future investment 3. A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements This type of plan exists in other urban areas but are rarely in place for rural communities, however with the support of HDC and Steyning PC as well as other local councils (who have already agreed support) and probably via the local Climate Action Group, it is hoped that a final plan can be agreed by the end of 2024.	
108.1.2	Cllr Norcross proposed, seconded by Cllr Bell that Cllr Johnson be the main SPC representative on the LCWIP with the possibility that SPC bring it back to a future meeting if further representatives are required. Agreed	Cllr Johnson & SPC Climate Action Reps
108.1.3	Cllr Norcross proposed, seconded by Cllr Hanson that SPC actively supports the 'LCWIP'. Agreed	

108.2.1	To receive a report from the Climate Action Group reps following their recent meeting, including the groups recommended SPC Climate Action Plan as per supporting papers. Cllr Johnson reported on the meeting and its recommendations. As follows: <i>1. Appoint 3 Councillors to the Joint Parishes Climate Action Group who will also represent Steyning on the Horsham Parish and Neighbourhood Climate Action Network.</i> <i>2. Ensure Climate actions are a standing item on each Full Council meeting, through updates from the Joint Parishes Climate Action Group.</i> <i>3. Include a Climate action page on the Parish Council website.</i> <i>4. Actively seek green energy suppliers for Parish premises and maximise their use of local renewable energy e.g. solar panels and heat pumps.</i> <i>5. Ensure that Parish buildings are well insulated to reduce use of energy and have LED lighting and adjustable heating controls.</i> <i>6. Minimise waste from parish premises, reducing use of unnecessary printing and consumables.</i> <i>7. Ensure that the Parish Council uses ethical banking – F&GP committee to discuss the implications.</i> <i>8. Scrutinise local plans for their carbon impact by adopting local green planning guidance checklists.</i> <i>9. Sign up Parish Council green spaces to the Weald to Waves project.</i>	CLERK
108.2.2	Cllr Johnson proposed, seconded by Cllr S Alexander, that SPC adopt the Climate Action Plan as per supporting papers {noted above}. Agreed	
108.3.1	Agree support for a House of Commons private members bill – <i>The Climate and Nature Bill</i> Cllr Johnson reported as per supporting papers on the details of the Bill which would require the UK Government to develop and deliver a new environmental strategy. It would include <i>1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, requiring a plan that considers both together;</i> <i>2. Reducing emissions in line with 1.5°C, ensure emissions are reduced rapidly, for the best chance of limiting warming to 1.5°C;</i> <i>3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;</i> <i>4. Taking responsibility for our overseas footprint, both emissions and ecological;</i> <i>5. Prioritising nature in decision-making and ending fossil fuel production and imports as rapidly as possible.</i> <i>6. Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries; and</i> <i>7. Giving people a say in finding a fair way forward through an independent and temporary Climate & Nature Assembly, representative of the UK population, an essential tool for bringing public opinion along with the unprecedented pace of change required.</i>	
108.3.2	Cllr Johnson proposed, seconded by Cllr Norcross that Steyning Parish Council therefore resolves to: 1. Support the Climate and Nature Bill; 2. Inform local residents, and local press/media of this decision; 3. Write to Andrew Griffith, MP to inform him that this motion has been passed, urging him to sign up to support the CAN Bill, or thanking him for already doing so; 4. Write to Zero Hour, the organisers of the cross-party campaign for the CAN Bill, expressing its support (campaign@zerohour.uk). Agreed	CLERK CLERK CLERK CLERK
108.4.1	To approve sending a letter to Southern Water concerning sewage discharges into the river Adur. Following the SPC annual parish meeting whereby the MP raised a point about the seemingly improved quality of the local rivers, residents had found evidence to the contrary. Cllr Johnson had drafted a letter which was outlined within supporting papers. Other than	CLERK

concerns raised by the fact that discharges were so regular {64 occasions in 2023, amounting to 1,126.75 hours}, but that also before any additional housing is considered {such as the proposed Glebe Farm development}, the system which cannot currently cope, must be upgraded {at an estimated cost of £1.95 million}.

108.4.2 Cllr Johnson **proposed, seconded** by Cllr Young, that the Clerk send a letter to Southern Water expressing SPC's concern {as per supporting papers and to include the updated 2023 figures as discussed} and hope for remedial action. **Agreed**

108.5 **Hoey – Ainscough Implementation Plan Review update** - The Clerk reported that on the 20th March, he had met with the HDC appointed independent solicitor, and had asked that a written response to the November 2023 SPC Implementation Plan Review submission to the monitoring office, be made available for this meeting, but alas this was as yet not forthcoming.

CLERK

The Chair stated for the record that she was dismayed and disappointed that HDC having engaged Hoey Ainscough at considerable expense to the taxpayers had to date not responded to the SPC submission. There had been very little assistance provided; communication only seemed to occur when prompted by SPC, and then with little tangible support given; and wondered if the whole lengthy process had been a complete waste of time and taxpayers' money. – Other SPC Members supported this view.

108.6.1 **To receive a 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 whether to appeal against the decision.** Cllr Campbell had lodged an objection with the SPC External Auditor against Steyning Parish Council and its governance and accountability, following previous objections lodged by him which had been against the SPC Council. Last year, the Auditors started to charge some of their costs back to the Council, and this year some more of these charges were having to be met by the Council as stated above. It was stated by the Chair that a considerable amount of the Clerks time had been wasted whilst dealing with these matters. Cllr Campbell was unfortunately not in attendance to discuss his actions.

108.6.2 Cllr Norcross **proposed, seconded** by Cllr S Alexander, that SPC does not wish to challenge the decision of the External Auditor {as per stated within their report and contained within this meetings' supporting papers}. **Agreed**

CLERK

108.7 **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

CLERK

FULL/23/109 REPORTS FROM OUTSIDE BODIES

109.1 **Cllrs Young and M. Alexander – Isolation & Loneliness / PPG**, Vintage Years going well, and the Wardens involvement in the fight to combat isolation and loneliness via their introduction of social clubs is also going very well. The next PPG meeting is due this week.

109.2 **Cllrs Norcross and Lloyd – HALC/WSALC & NALC** - There is a HALC/HDC meeting due on the 29th April at the Capitol Theatre. The next WSALC forum for Clerks is to be convened on the morning of the 22nd April.

CLERK

FULL/23/110 PROGRESS REPORT

To receive the following ongoing items

- 110.1** *Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing* **Cllr Norcross**
- 110.2** *Clerk to discuss any new S106 funding opportunities with HDC - Ongoing* **CLERK**
- 110.3** *SPC to work with Steyning Business Chamber and Wardens to set up Disc reporting system for High Street retailers - Ongoing* **WARDENS**

FULL/23/111 CORRESPONDENCE AND INFORMATION ITEMS

- 111.1** **Local Council Precept charging data** – The clerk presented a publication from the Department for Levelling up, Housing and Communities which showed informative national statistics in relation to local tax charges.
- 111.2** **Tree works notification from a resident** – A resident from Bostal road stating that in late April/ Early May some Ash trees will be removed at the entrance into Mount Park with care being taken to control traffic.

FULL/23/112 CONFIDENTIAL SESSION

- 112.1** Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC 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 agenda item 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Members of the public left the meeting, and the recording was turned off

FULL/23/113 STAFFING MATTERS

- 113.1** **To approve recommendations from Personnel Committee concerning the current staff selection process.** The Clerk explained that due to unforeseen circumstances the preferred candidate for the role of Deputy Clerk and Community Centre Operations Manager, was now unable to commence employment, and so the selection process was to begin again, with Job Adverts having already been published. Members were asked to be mindful of the necessity to reduce expectations whilst staff capacity was reduced.
- Cllr Young **proposed, seconded** by Cllr Norcross that following the Personnel Committee recommendation, SPC call upon {the employee} for occasional hours, but not exceeding 6 hours per calendar month and at a rate of £19.05/Hr, if needs be, and in accordance with ill health retirement criteria for additional hours. **Agreed**
- 113.2** **To agree any recommendations from the Joint Parishes Youth Committee.** There were none brought forward at this time.

CLERK

FULL/23/00 DATE OF NEXT FULL COUNCIL MEETING: 20th May 2024 at 7.30pm

Meeting closed at 9.14 pm

Signed Date 20th May 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/aVF1uHvt-ml>

Unfortunately the first 10 minutes are unavailable due to a technical difficulty



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk