

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 19th FEBRUARY 2024 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : 12 {inc. District Cllrs V. Finnegan & N. Marks, plus Neighbourhood Warden Alison Page, and Steyping Downland Scheme Project Manager, Matthew Thomas}

Meeting commenced : 7.30 pm

MINUTES

ACTION

FULL/23/86 APOLOGIES FOR ABSENCE

86.1 Cllr Campbell absent

FULL/23/87 DECLARATIONS OF INTEREST

87.1 Cllrs Norcross and Lloyd declared an interest in agenda item 8.8 due to their living in close proximity to the proposed Glebe Farm housing development.

FULL/23/88 QUESTIONS FROM THE FLOOR { in summary}

88.1 None

FULL/23/89 MINUTES OF PREVIOUS MEETING - Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 15th of Jan. '24 be accepted as a true and fair record. **Agreed, 11 For, 3 Abstained .**

FULL/23/90 MATTERS ARISING – These items were taken as read

90.1 Cllr Finnegan reporting back on any Solar Farm connection and P.S.P.O. resolution – **See item 91**

90.2 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 91.1.3**

90.3 Clerk & Cllr Finnegan to report back on developments following the SPC Outline Car Parking plan submission – **Actioned**

90.4 Curved seat by the High Street notice board to be painted and maintained by HDC – **Actioned**

90.5 Clerk passed on comments to the monitoring office regarding code of conduct complaints– **See item 93.3**

90.6 SPC Agreement on Youth Service MOU, Job descriptions & person spec's passed back to JPYC - **Actioned**

90.7 New JPYC Bank Account, set up and administered by SPC – **Actioned**

90.8 Clerk to pursue local MP in order to secure his attendance at the SPC Annual Parish Meeting – **Actioned**

- 90.9 Some local groups be invited along to the APM to showcase their members work – **See item 93.4**
- 90.10 Community Engagement Groups Terms of Reference and membership published – **Actioned**
- 90.11 HDC Local Plan reg 19 response delegated to P&P Committee – **Actioned / See item 93.8**
- 90.12 Clerk to submit Precept request based upon SPC requirements – **Actioned**
- 90.13 Vintage Years annual grant to be paid as per request – **Actioned**
- 90.14 SPC former Bank signatories {Ex councillors} removed from listings and Bank database – **Actioned**
- 90.15 Cllr Johnson to convene the combined parishes Climate Action Group - **See item 95.2**

FULL/23/91 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 91.1.1 **Cllr Victoria Finnegan – (HDC) update – Item 1. – HDC current IT issues** – Unfortunately there are some issues with the HDC local server, therefore the planning portal is affected.
- 91.1.2 **2. Connected Spaces** – This issue is slowly getting through planning– concluded perhaps in July
- 91.1.3 **3. Fletchers Croft – Unauthorized Access protection** – The final solution is still being determined, and further news updates will come through the Clerk and to the festival team.
- 91.1.4 **4. Fletchers Croft Stream clearance** – The stream is due to be dredged with the displaced silt put onto the adjacent banking.
- 91.1.5 **5. F. Croft Car Park** – There has been much work undertaken to allow for the Car park to be redesignated back to a longer-term parking facility. There are still meeting agreements and a public consultation to be completed. Other Car Park matters such as the Health Centre Car Park renewal, plus lighting in the High St Car Park are to be discussed in a meeting with HDC officers shortly.
- 91.1.6 **6. Jarvis Lane TRO** - Progress made on these, residents working with Cllr Linehan and SPC Clerk
- 91.1.7 **7. Biodiversity Net gains** – These are in addition to normal requirements, and from Monday 12th February all major developments in England must deliver at least 10% biodiversity net gain – {builders developing more nature opportunities than are lost}.
- 91.1.8 **8.– Grass Mowing** – HDC contracts will be amended this year to promote wildlife corridors
- 91.1.9 **9.– Bramber Brooks** – The Environment agency have said that their planned works here will disturb the habitat temporarily, but provide long term gain. Further info’ to follow shortly.
- 91.1.10 **10. Steyning FC** – They are requiring assistance with funding, Cllr Finnegan assisting with their search.
- 91.1.11 **11. Rampion 2** – New Funding streams are now available for energy saving community schemes
- 91.1.12 **12. Questions** – Good news about the long-term Car Park reinstatement, however as part of the original report there were notes made about signs needing to be resecured, reset or wording amended – it’s been 4 months since submission so wonder if this can be pointed out to Car Park Team? The silt removed from the stream could be rained upon and eroded back into the stream – could we understand how this will be avoided? Cllr Finnegan to report back.
- 91.2 **Cllr Nicholas Marks – (HDC) update** – Nothing to add to Cllr Finnegan’s report.

**Cllr
Finnegan**

FULL/23/92 NEIGHBOURHOOD WARDENS REPORT

- 92.1 The Neighbourhood Wardens reports for January 2024 was received, with Warden Alison Page in attendance to answer questions and raise additional points. It was pointed out that the launch of the boardgame café had been very successful with 12 attendees for the first session, and 18 for the second. With £1500 worth of funding having been successfully applied for and used for these sessions. The Wardens are also actively supporting the Steyning Festival this year by assisting with some of their event organising and staffing.

FULL/23/93 GOVERNANCE AND COMMUNITY MATTERS

- 93.1** **To receive a brief presentation from the Steyning Downland Scheme Youth Project Manager.** Matthew Thomas talked about the history of the scheme, there being 170 acres of South Downs National Parkland to manage on the Wiston estate, ably assisted by over 100 local volunteers, with the SDS charity having been set up in 2009 to promote nature conservation.
The latest initiative is to engage with young people more actively, and to this end they have appointed a Youth Engagement Worker. Working more closely with the Grammer school, recent events/projects have gone well with 107 young people recently having been engaged with activities. The Youth Worker is also bringing into being a 'Junior Management Board' so that the local youngsters can develop ideas for their own activities and projects.
Matthew closed by giving thanks to SPC for their financial support and was enthusiastic about working more closely with the soon to be established JPYC Youth Scheme. Their Youth Worker will regularly report back to the JPYC, and thereby to SPC as their programme progresses. **CLERK**
- 93.2** **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.** Cllr S Alexander, the Chair of the JPYC, précised the motions as per supporting papers, and summarised the latest position of the project. Questions were raised and considered concerning attendance figures; the anticipated three-year commitment; assurances about agreed locations; about regular reporting; and about Tuck shop income and expenditure. **CLERK**
- 93.2.1** Cllr S Alexander **proposed, seconded** by Cllr Norcross, that SPC agree that the JPYC Youth Service starts in April 2024, with an initial 3-year commitment, subject to staff availability. **Agreed 12 For, 2 Abstained** **CLERK**
- 93.2.2** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that {as soon as all three councils agree to sign the MOU and approve the other motions tabled} signaling agreement, that this will trigger the commitment to start the employment selection process without delay. **Agreed** **CLERK**
- 93.2.3** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that for the first two years the Upper Beeding Clerk will be the day-to-day line manager for the Youth Service employees, and for the duration of their service, the Employment and Governance of these employees will be administered by Steyning Parish Council, and that the JPYC will have delegated responsibility to manage and administer the business undertaken by the Youth Service. **Agreed** **CLERK**
- 93.2.4** Cllr S Alexander **proposed, seconded** by Cllr Young, to agree the draft 'aspirational' activity programmes but to bear in mind flexibility for the future, and that the youths requests are taken into account once the service has started. **Agreed** **CLERK**
- 93.2.5** Cllr S Alexander **proposed, seconded** by Cllr I Alexander, to accept the draft JPYC budget plan as per the supporting paper. **Agreed.** **CLERK**
- 93.3** **Hoey – Ainscough Implementation Plan Review update** - The clerk reported that on the 21st November, SPC had sent to HDC's Monitoring Office the agreed plan review, but this will not now be discussed until their 'Standards' meeting on the 13th March '24. In the meantime, there has been an influx of Code of Conducts from other Parishes around the district, that have apparently overrun their service. They have been trying to outsource some assistance, and some SPC Councillors were informed last week that an independent solicitor who has been a Deputy Monitoring Officer at a previous District Council, has been appointed to deal with the backlog, including all of SPC's outstanding issues, likely sometime in March. The Clerk is also set to meet the independent solicitor in order to provide SPC procedural background. **CLERK**
- 93.4** **To agree the details for this year's SPC Annual Parish Meeting.** The Clerk updated that the local MP was not available for the original meeting date, but that having informed SPC Cllrs in advance of this meeting, the overwhelming majority of the 13 whom gave preferences via email response, agreed that the Annual Parish meeting date could be moved to accommodate **CLERK**

	his availability. The Clerk also updated that the HDC Parks and Countryside Manager was also possibly available and willing to discuss the Bramber Brooks project if invited to do so.	
93.4.1	Cllr Norcross proposed, seconded by Cllr Richard Bell that SPC move the date of the Annual Parish Meeting {APM} to the 11 th April, and to invite Andrew Griffiths MP and Pete Crawford to be the guest speakers. Agreed 13 For, 1 Abstained	
93.4.2	Members discussed the idea of clubs being invited along to 'Showcase' their work/ events and to promote future membership, with likely a reduced involvement due to space restrictions with clubs perhaps providing power point slides, info boards, or posters rather than attending. Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC invite all the local clubs to provide some publicity material or a presence {details to be confirmed}. Agreed	CLERK
93.5	To agree the SPC meeting schedule for the next 15 months. Members considered the draft schedule as per supporting paper. The Clerk explained that it included the proposed APM date change as per just discussed and agreed. Cllr Norcross proposed, seconded by Cllr Ballance, that SPC agree the SPC meeting schedule for the next 15 months as per the supporting papers. Agreed	CLERK
93.6	To agree the likelihood of Fletchers Croft reverting back to the status of a long-term Car Park. Cllr Victoria Finnegan has been helping SPC Community Committee members with an attempt to work with their HDC partners so that a joint scheme of improved resident, visitor, and tourist Car Parking services in Steyning be implemented. The HDC Car Parking team have been receptive to a number of the changes suggested. One being that the Fletchers Croft Car Park be likely reinstated as a Long Stay facility, although there are still some procedural hurdles to overcome including that the idea goes out to public consultation.	CLERK
93.6.1	Cllr Norcross proposed, seconded by Cllr M Alexander, that SPC are very much in favour of Fletchers Croft reverting to a long stay Car Park, and that SPC will advise HDC of that fact. Agreed	
93.7	To agree the year end membership scheme with the SPC accounts package provider- Rialtus. The Rialtus Group supply daily support for the SPC Accounts package, and provide an annual one-off end of year service which helps the Clerk to complete the financial figures for the AGAR {Annual Governance and Accountability Return}. The previous contract agreement has lapsed, and the new service options were presented to members.	CLERK
93.7.1	Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC go with the gold scheme as per supporting papers. Agreed	
93.8	Following the publication of the Horsham District Local Plan Regulation 19 document, to agree the nature of the final SPC submission. Full Council had delegated the SPC Planning and Premises Committee to come up with a recommended response, which could perhaps be agreed at this meeting. Though much work and thorough investigation had been undertaken and a draft submission produced, it had not yet been agreed for recommendation to be approved by Full Council, and it was suggested that some additional amendments or nuanced changes could be further discussed by Planning and Premises members and that other SPC Cllrs could email their thoughts to those members before the meeting due on the 26 th Feb '24.	
93.8.1	Cllr Norcross proposed, seconded by Cllr I Alexander, that SPC's response to the HDC Local Plan Reg 19 document is delegated back to the Planning and Premises Committee to submit the response on behalf of Steyning Parish Council. Agreed	CLERK
93.9	2023 Local Election re-charge notification. The Clerk, via supporting papers, presented a breakdown of the costs associated with the 2023 Local Elections, and notified that payment would be made to HDC to cover these costs.	CLERK

FULL/23/94 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**To receive the Minutes and draft Minutes from the SPC Committee meetings.**

- 94.1** Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC have received the Community Committee minutes and draft minutes from the meetings held on the 5th December '23, and the 6th of February '24. **Agreed**
- 94.2** Cllr Norcross **proposed, seconded** by Cllr M Alexander that SPC have received the Finance and General Purposes Committee minutes and draft minutes of the meetings held on the 12th December '23, and the 9th of January '24. **Agreed**
- 94.3** Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC have received the Planning and Premises Committee minutes and draft minutes of the meetings held on the 27th November '23, 18th December '23, and the 22nd of January '24. **Agreed**
- 94.4** Cllr Norcross **proposed, seconded** by Cllr Young that SPC have received the Personnel Committee minutes and draft minutes from the meetings held on the 14th December '23, and the 15th of February '24. **Agreed**

FULL/23/95 REPORTS FROM OUTSIDE BODIES

- 95.1** **Cllrs Young and M. Alexander – Isolation & loneliness / PPG**, Cllr Young reported that the PPG group were about to publish the March edition of their magazine. Vintage Years going very well, and the Wardens involvement in the fight to combat isolation and loneliness is very welcome.
- 95.2** **Cllr Johnson – Joint Parishes Climate Action Group** – There is a first informal meeting planned for Wednesday 21st @ 6pm., to look at quick wins, grant support and terms of reference. **Group members**
- 95.3** **Cllrs Norcross and Lloyd – HALC/WSALC & NALC** - There is a HALC meeting due on the 21st Feb @ 7pm via Zoom. There is also a NALC webinar session {on Feb 28th via Zoom}, being attended by some of the Community Engagement Group members, with the Clerk sending out reminders later this week. **CLERK**

FULL/23/96 PROGRESS REPORT**To receive the following ongoing items**

- 96.1** *Making Steyning a 'Dementia Friendly Town'* – Cllr Norcross to provide further information at the next meeting, - **Ongoing** **Cllr Norcross**
- 96.2** *Clerk to discuss any new S106 funding opportunities with HDC* - **Ongoing** **CLERK**
- 96.3** *SPC to work with Steyning Business Chamber and Wardens to set up Disc reporting system for High Street retailers* - **Ongoing** **WARDENS**
- 96.4** *Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues* - **Ongoing** **CLERK**
- 96.5** *Clerk to report to SPC when the external auditor is to sign off on end of year reports* - **Ongoing** **CLERK**

FULL/23/97 CORRESPONDENCE AND INFORMATION ITEMS

- 97.1** Downlink works starting in February / March with possible timber extractions through to April **CLERK**
- 97.2** SPC Community Engagement Group reminder that there is a meeting @ 2pm Thursday via Zoom **CLERK**
- 97.3** Town Clock – new mech fitted last week – but it stopped on Saturday – The firm who installed are back out this Thursday 22nd to put it right **CLERK**

FULL/23/98 CONFIDENTIAL SESSION

98.1 Cllr Norcross **proposed, seconded** by Cllr Young 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 14 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/23/99 STAFFING MATTERS

99.1 **To consider the SPC staff members ill-health early retirement claim.**

CLERK

Cllr Young **proposed, seconded** by Cllr Norcross that SPC accept the recommendation from the Personnel Committee and the advice from the independent medical practitioner and grant the tier one ill-health early retirement pension figure. **Agreed**

99.2 **To approve a recommendation from Personnel Committee concerning the current staff selection process.** The Clerk reported a good response to the job adverts and that the interview panel {Selection panel} consisting of Cllrs Young, Lloyd and the Clerk will be seeing four candidates the following week.

99.2.1 Cllr Young **proposed, seconded** by Cllr Norcross that following the Personnel Committee recommendation, SPC delegate authority to the selection panel to appoint the successful candidate for a three-month probationary period, with SPC Full Council approving the appointment subject to the satisfactory completion of the three-month probationary period. Also, that two personnel committee members be part of the probationary period appraisal panel. **Agreed**

CLERK

FULL/23/00 DATE OF NEXT FULL COUNCIL MEETING: 15th April 2024 at 7.30pm

DATE OF THE SPC ANNUAL PARISH MEETING : 11th April 2024 at 6 pm

Meeting closed at 9.14 pm

Signed Date 15th April 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/W4QoW7genn8>