



The Steyping Centre, Fletchers Croft, Steyping
West Sussex, BN44 3XL
Tel. 01903 812042
www.steypingpc.gov.uk

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

DRAFT 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**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steypingpc.gov.uk
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- 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>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

FEBRUARY 2024

Hi vis Patrol hours TOTAL:	68	ASB incidents TOTAL:	1
Foot - Steyning/Bramber/Upper Beeding	17/5/12	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	16/6/12	Neighbours	0
Notices/warnings TOTAL:	2	Driving/vehicles	0
Verbal warning	0	Bicycles	0
Parking alert	2	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	10
Reports into Police TOTAL:	5	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	1
Online	1	Dog fouling	0
Intelligence report	0	Litter	1
Verbal	4	Drug litter	2
E-CINS (multi-agency reporting)	0	Hazards	4
Media Reports TOTAL:	4		
Press release/Community magazines	1		
Social media posts	3	Community events attended	4
Admin, Training, Meetings & Events	63	School contact	0
Vulnerable people welfare checks	5	Youth engagement	4
Signposting	3	Reports to DVLA	1
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

A knife had been found on Mouse Lane and had been left at the police station, but the front office was closed. We took the knife into the police station and contacted the Police Community Support Officer (PCSO) who arranged to come and collect the knife.

We signposted a shop owner to report directly to the police as there has been 3 break ins to a building that is not in use and recommended that this is done for every occurrence. We will patrol the area on our later shifts to deter it from happening again. The time that they are breaking in is unknown, but it is believed to be after dark. We visited with the local PCSO to see where in the building people are breaking into.

We also visited the Co-Op with the PCSO as they have reported a significant number of shop lifting incidents. We are going to have a presence in the shop to try and deter this behaviour.

An allotment user contacted the PC which was then forwarded onto us regarding excessive noise on the MPF. We contacted the resident to obtain more information and will alter our patrols to engage with the group to make them aware of other users of the space and to be considerate of that when playing their music.

We have signposted several members of the public wishing to report incidents at the front desk at the police station to report online or to call 101 for non-emergencies as they have arrived when the office has been closed.

Bramber

Upper Beeding

Updates from January

Parking/vehicles

Steypning

We issued a parking alert on a vehicle for parking too close to the junction on Church Lane (junction with Shooting Field).

An untaxed car was reported to the DVLA for being on the road in King Stone Avenue.

Bramber

A bus had broken down on The Street in Bramber. We helped to direct traffic around the bus until the engineers arrived and could move the bus to a less obstructive position.

Upper Beeding

We signposted a resident to report anti-social use of a vehicle to Operation Crackdown for cars parking on a bend. We will also issue parking alerts if we see vehicles parked dangerously when on patrol in this area.

Fly tipping/littering/graffiti

Steypning

A shop owner contact Horsham District Council (HDC) concerning litter being left in and around their trade waste bins. We were asked to look at the area to see if any target hardening could be put in place and to discuss the issue with the shop owner. People have been seen congregating in this area in the evenings and broken glass has been found. We will factor this area into our evening patrols to assess the situation further and to deter any possible anti-social behaviour (ASB).

Fly tipping was reported on Titch Hill in the layby.

Graffiti and damage to a bus timetable was reported to Compass Travel to replace the cover. This is the bus timetable on Henderson Walk. Update: The bus timetable was repaired and graffiti cleared.

Used drug litter was disposed of:

1 empty cannabis bag (Charlton Street)

Smoking papers/roaches (MPF)

Bramber

Upper Beeding

Fly tipping was reported to HDC for removal on Edburton Road. A large cushion/dog bed had been left.

Community engagement/events/meetings

Our second board games café was a success with 18 people that came by to play games, socialise or to come and ask us questions. We have been able to secure more board games and have been advertising the café.



We completed training for HDC on staying safe from Phishing emails and attended the Full Team Meeting where all of the Neighbourhood Wardens for the whole District meet to discuss and share good practice.

Steypning

We were invited to come along to the Vintage Years club to speak to the members and to promote our Bord Game Café. There seemed to be a lot of interest and potential new attendees.

We held two sessions of our social club at Dingemans had a few new people attending. We brought games along, made teas and coffee and served homemade cake made by one of the residents.

The plans for the Community Fun Day that we are running at the Steypning Festival continue and we had another meeting with the organisers to start drawing information together for the programme.

The Dingemans social club continued this month which provides a chance to check in with residents.

Bramber

Upper Beeding

We held a drop-in session at the Repair Café. We spoke to a lot of residents that had attended the café to let them know about our role and to answer any questions they may have. We will be holding our next drop-in session on the 9th of March at the Beeding and Bramber Hall between 2pm and 3:30pm.

Met with Sean Teatum re Dementia Friends & raising awareness locally. We advised we are happy to be involved and support a local campaign and details to follow.

Patrols (foot/visible and car)

Steypning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

- Smugglers Lane
- Playing field
- Small dole skate park
- Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

There was a group of young people having a disagreement about their bikes. We made sure everything was ok and they went their separate ways.

Bramber

Upper Beeding

From our drop-in session we were made aware of a possible vulnerable resident that may be in need of a welfare check. The condition of the property has deteriorated, and it is unclear if they are still living there or have moved.

Dog related issues

Steyning

Bramber

Upper Beeding

Cycling

Steyning

Bramber

Upper Beeding

Update on issue reported last month re aggressive cyclist, the issue after Police involvement seems to have died down.

Parish specific/other

We attended Parish Council meetings for Steyning and Upper Beeding. We have arranged to attend the Parish Council meeting for Bramber later on in the year.

Steyning

The road sign that shows where the health centre is off of Tanyard Close keeps moving to point in the wrong direction. We have repositioned the sign several times to ensure it is pointing the correct way.

We were contacted by a resident that was looking to donate a tv that they were no longer using and asked if we knew anyone that needed one. We suggested Dingemans as the tv in their communal room has recently broken. We collected the tv and took it over to Dingemans where the manager will have it PAT tested and ready to go. The residents were very thankful for the donation.

An air ambulance landed on the MPF. We checked in with them and offered assistance but were not needed.

Bramber

Remnants of a fire were found in the car park of Bramber castle. The details were forwarded to West Sussex Fire and Rescue for intelligence.

The sign for St Nicholas church next to Bramber Castle was damaged. We reported this to the church for their awareness.

Upper Beeding

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

MARCH 2024

Hi vis Patrol hours TOTAL:	69	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	15/4/11	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	19/6/14	Neighbours	1
Notices/warnings TOTAL:	4	Driving/vehicles	2
Verbal warning	0	Bicycles	0
Parking alert	4	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	2
Reports into Police TOTAL:	8	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	0
Online	3	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	4	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	1
Media Reports TOTAL:	5		
Press release/Community magazines	1		
Social media posts	4	Community events attended	3
Admin, Training, Meetings & Events	52	School contact	5
Vulnerable people welfare checks	6	Youth engagement	3
Signposting	5	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

We signposted a resident to Crimestoppers who wanted to report drug dealing but wanted to remain anonymous.

A resident spoke with us regarding a vulnerable neighbour that had started to act anti-socially. We advised they keep a diary of any incidents of ASB that they experience and to contact the police. We contacted Saxon Weald to speak with the officer managing the affected properties.

Damage had been caused by someone thought to be firing ball bearings with a catapult at a glass window just off the High Street. The shop owner reported this directly to the police and made us aware of some other similar incidents that have happened recently in Steyning.

Bramber

A resident made us aware of number plates that were stolen from their car on The Street. This had already been reported directly to the police.

Upper Beeding

We were contacted regarding a gate that is repeatedly being vandalised at Adur Valley Court. We had a look at the gate to determine the damage and will patrol the area and advised the person reporting to submit a police report for vandalism and criminal damage. We asked the PCSO for CCTV signs so they can be displayed to deter any further damage.

We were notified of cold callers in the Kings Barn Lane and Goring Road area offering to clean driveways and roofing. For one resident, they started cleaning the roof before the work had been agreed. Luckily, the resident was able to stop them from continuing with the work and got them to leave. Please contact us if you would like a sign deterring doorstep traders and cold callers.



Updates from February

Following a visit to the Co-op last month with the Police Community Support Officer (PCSO) we were asked to carry out some targeted patrols through the shop between 8:30 and 9:00 am as some school students had been stealing from the shop. We stayed visible in the shop and based on the feedback from the shop assistants, there was a lot less theft that occurred while we were present due to the visual deterrent. We arranged a meeting with the pastoral team at Steyning Grammar to identify the students involved so that steps can be made to stop this from happening. We notified the PCSO who also attended this meeting. We have requested the manager upload images using the DISC system and to contact the pastoral team at the school if they need to identify any students in uniform as the school will then be able to step in as well whether this be with support or sanctions.

On a routine joint visit to Co-op with PCSO Bicknell we were advised that two young females had stolen 5 bottles of wine the previous evening. Whilst checking CCTV footage a member of staff spotted the same two females in the store. We challenged them and obtained name and address details. They have now been banned from the store. We requested that the manager at Co-op upload images and incident using the DISC System.

We have not been made aware of any more break ins at the Ukraine refuge. However, we believe tiles have been stolen from the roof but are yet to speak with the manager of the site as this has not been reported to us directly.

We have not had any further reports of noise coming from the MPF/allotments.

Parking/vehicles

Steyning

We issued parking alerts on vehicles for being parked too close to a junction on Bramber Road and Tanyard Lane.

Bramber

Nothing to report.

Upper Beeding

We were contacted by the primary school to report problems with drivers parking on double yellow lines. A resident had also informed us of cars being parked on the bend on School Road/Church Lane. We carried out after school patrols and issued 3 parking alerts for the likes of parking too close to the junction, parking on a bend, parking on double yellow or single yellow lines. We also spoke with 2 drivers and asked them to move their cars after pointing out the issue of where they had parked and they did so with no problem.

Fly tipping/littering/graffiti

Steyning and Bramber

Nothing to report.

Upper Beeding

Fly tipping was reported to us, items had been left on the road along from Smugglers Lane. We reported the items to Horsham District Council for removal.

Community engagement/events/meetings

We attended the steering group meeting to discuss our objectives and if the Parish Council priorities are being met.

We held our board game café at the Penfold Hall. Another great turn out with a group of regular attendees and some new faces. The next one is on the 9th of April. We were also joined by Beth, a youth worker from the Steyning Downland Scheme who was available to speak with young people and parents about activities they are also running. The café is open to all ages. Knowing we would be at the Penfold Hall, a resident came to speak with us about an issue they had experienced and needed some advice over regarding a parking dispute. We have contacted the primary schools ahead of the Easter Holidays to promote the April café as a free activity to do during the holidays.

Steyning

We attended the coffee morning at the Penfold Hall on a Wednesday. We spoke with members of the group, and many asked about attending our board game café. We also had requests for the doorstep traders warning signs and have dropped off as needed, we were also asked for advice regarding a chest of drawers that are no longer needed. We visited the resident to see what the best course of action would be and assisted by contacting Fresh Start to see if they could collect the drawers. A lot of the members that attended asked for a general update on community safety in SBUB and were pleased with the current standings.

The manager at Dingemans has given us the go ahead to start putting the games room into action using the funding we have acquired. We met with her to discuss the logistics of purchasing the new equipment and having it installed.

Bramber

Nothing to report.

Upper Beeding

We held a drop-in session at the Repair Café at Bramber and Beeding Hall. It was a quieter day in general, probably due to the good weather, but we did receive reports of cold callers the previous day and offered support to a resident supporting a loved one with dementia.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

- Smugglers Lane
- Playing field
- Small Dole skate park
- Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

The Ashington Wardens contacted us as they had come across two young people that were squirting ketchup on cars. We were able to identify the two people and also raised this incident in a meeting we had with the Pastoral Care lead at Steyning Grammar. We were able to speak with one of the young people involved about their choices and how their behaviour needs to improve. As a means of early intervention, we will be discussing this young person with the Anti-Social Behaviour Case Worker for Horsham District Council.

Following our meeting at Steyning Grammar with the Pastoral Care team, we were able to identify a young person that had just started to come to attention. The following day we saw him, and he was calling out at us as we drove past. We simply used his name to say hello which obviously shocked him. The following day he spoke with Mike and had a reasonable conversation, which was an improvement in the behaviour he had been expressing.

We held our club at Dingemans for the residents to encourage the residents to get to know each other and to give them a chance to talk with us should they have any community safety issues.

Bramber and Upper Beeding

Nothing to report.

Dog related issues

A resident informed us of an illegal dog breed; we advised that this is a Police matter and encouraged them to report it.

Cycling

Nothing to report.

Parish specific/other

Steyning

The front office of the police station was not opened at the advertised time. We were in the police station so were able to help 2 people that had come to hand in some items. One item was a backpack that contained an epi pen and a person's ID that was found in their recycling bin. The other was a decorative sword that the owner had wanted to dispose of. We took both items and the details of the owners, we made sure they were stored securely and notified the PCSO.



There was an old saw that was in the road on Bramber Road. We retrieved it and disposed of it as it had been damaged from being driven over.

Bramber and Upper Beeding

Nothing to report.

Climate Action Group - Proposed Motions

1. Council are asked to support the Steyning and District Community Partnerships':- ***Local Cycling and Walking Improvement Plan*** by appointing a lead counsellor to work with the working group - see supporting paper (8.1) and presentation.
2. The Joint Parishes climate action group met in February and developed a draft joint action plan. The proposed actions form the basis of the draft Steyning parish climate action plan presented to full Council today for adoption – see supporting paper 8.2
3. Council are asked to sign a motion of support for the Climate and Nature Bill – see supporting paper 8.3
4. Council are asked to endorse a letter to Southern Water regarding sewage discharges into the Adur from the Steyning water treatment plant - see supporting paper 8.4.

Item 8.1

Creating a Local Cycling & Walking Infrastructure Plan for Steyning, Bramber and Beeding

Briefing Note to Steyning Parish Council, April 15th 2024

Rationale

Over the last few years a whole range of 'active travel' initiatives have been suggested for the Steyning area to encourage people to leave their cars at home, and walk and cycle more. These include introducing a 20mph zone, installing improved bike racks in the High Street, creating zebra crossings near schools, reducing speed limits on the bypass, and upgrading the White Bridge Link across the river. So far, and for a variety of different reasons, progress has been slow. But there is no doubt that many residents would welcome a shift in this direction – particularly parents with young children who need to get safely to and from school.

Up to now, these initiatives have been considered individually, with working parties set up to pursue some of these ideas, but others being progressed through a more ad hoc and piecemeal approach.

To provide a more holistic and strategic approach the suggestion has been raised of developing a Local Cycling & Walking Infrastructure Plan (LCWIP) for Steyning, Bramber and Upper Beeding – as the three communities are so close together, and interlinked.

The concept of creating LCWIPs has been actively promoted by the government as part of its strategy to encourage more active travel. The County Council has created one for West Sussex as a whole, and the District Council has produced one for Horsham District, focusing mainly on the Horsham area. The suggestion is to go down to the next level and create a more specific and fine-grained plan for our local community.

The purpose of an LCWIP is to set out an overall strategic framework for future investments in cycling and walking infrastructure. It does not come with any funding guaranteed. But it provides an agreed set of priorities so that when resources do become available they can be directed in ways to achieve the maximum benefit for the local community.

This is particularly relevant to Steyning given the Glebe Farm development, which is one of the potential schemes outlined in Horsham's draft District Plan. If this goes ahead, it will release significant CIL funds for local infrastructure development. So having an agreed LCWIP already in place would be very timely.

What is an LCWIP?

The key outputs of LCWIPs are:

- A plan for walking and cycling which identifies preferred routes and core zones for further development
- A prioritised programme of infrastructure improvements for future investment
- A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements

The government has published [guidelines](#) on how to develop an LCWIP. They involve

- Agreeing the scope of the plan, and setting out roles and responsibilities
- Deciding on which stakeholders to involve and how to engage with the public
- Gathering relevant information
- Agreeing a decision-making mechanism to sign off on the plan

The guidelines are designed for local authorities to implement, so are quite detailed and elaborate. The suggestion is to come up with a lighter touch version of the process suitable for the parish level that can be developed by a Working Party of volunteers, rather than council officials or paid consultants.

Several local residents have already put their names forward to join the group* and some initial conversations have begun on how to take the process forward.

It is still very early days. But the hope is to get moving on the process over the summer, so a final plan can be agreed before the end of 2024.

Suggested governance arrangements

To provide it with the necessary legitimacy, the suggestion is that the LCWIP Working Party should be set up under the auspices of the Steyning and District Community Partnership's Sustainable Travel Committee (*note, this is still tbc*).

The District Partnership is well placed to take on this role as it already has representation from the Parish, District and County Councils on this committee, as well as local stakeholders such as Steyning Grammar School, Greening Steyning and the Business Chamber. It is an approach that has worked well in the case of the White Bridge Link project, and will allow the Working Party to tap into local expertise and enthusiasm, while being responsive to local views and concerns.

Getting Parish Council support for the process

Having explicit Parish Council buy-in to the LCWIP process will be essential for its success and for ensuring the legitimacy of the plan that will eventually emerge.

The LCWIP Working Party is now looking to engage with each of the Parish Councils to:

- Explain what the Working Party has in mind in creating an LCWIP
- Get their support for the process and any advice on how to develop the plan
- Agree how the Parish Councils would like to be involved in the creation and sign-off of the final plan

The Working Party has been invited to give a presentation on the LCWIP idea to Upper Beeding and Bramber Parish Councils at their full council meetings in March.

We would be keen to receive suggestions on how best to engage with Steyning Parish Council.

**** At present, LCWIP Working Party members include: Sarah Collins, Sally Barnard, Geoff Barnard, Mike Croker, Russell Barnes, Michael Owen and Ray Powell. We expect to be expanding this group over time.***

Steyping Parish Council Climate Action Plan

1. Appoint 3 Councillors to the Joint Parishes Climate Action Group who will also represent Steyping on the Horsham Parish and Neighbourhood Climate Action Network.
2. Ensure Climate actions are a standing item on each Full Council meeting, through updates from the Joint Parishes Climate action group.
3. Include a Climate action page on the Parish Council website.
4. Actively seek green energy suppliers for Parish premises and maximise their use of local renewable energy eg solar panels and heat pumps.
5. Ensure that Parish buildings are well insulated to reduce use of energy and have LED lighting and adjustable heating controls.
6. Minimise waste from parish premises, reducing use of unnecessary printing and consumables.
7. Ensure that the Parish Council uses ethical banking.
8. Scrutinise local plans for their carbon impact by adopting local green planning guidance checklists.
9. Sign up Parish Council green spaces to the Weald to Waves project.

Appendix

Examples of local climate actions to be celebrated/ communicated (on the website and through other communications)

1. Greening Steyping have put a number of initiatives in place across all parishes. These include: a survey asking residents what's important to them, and what needs to change; a monthly (BN44) Repair café; pop-up recycling for plastics that WSCC don't currently recycle; a twice weekly community fridge; Home energy sessions, including to vintage years, and the hub in Upper Beeding; articles in the local magazine encouraging people to make climate improvements; hosting the Green Day as part of the Steyping festival; organising climate demonstrations ; hosting nature film viewings and providing a monthly forum for residents to learn about climate improvements
2. Steyping for trees and our community orchards have been promoting the biodiversity and health benefits of trees and hedgerows.
3. Nature within the parishes is to be celebrated - the Steyping Downland Scheme, Abbey Road, the community orchards and Bramber Brooks. All these spaces sequester carbon, provide opportunities for volunteers and have a positive impact on the health and recreation of our community. We are also surrounded by the South Downs National Park.

**Communication note from the Joint Parishes Climate Action Group
first meeting on 21 Feb 2024**

Present: Cllrs Johnson (chair) and Bell, Steyning
Cllrs Bull and Cannon, Upper Beeding
Cllr Tilley, Bramber

Agreed terms of reference

1. Membership: open to all Councillors from Ashurst, Bramber, Steyning and Upper Beeding but a maximum of 2 nominated Councillors from each Parish will attend each meeting. A chair and action note taker will be agreed at the start of each meeting.
2. Any recommendations will be reported to each full Council and voted on as per motion procedure.
3. The chair of Greening Steyning (Greening Steyning, Bramber and Upper Beeding) and a Horsham District Councillor representative will be invited to each meeting
4. Members can ask other key stakeholders/representatives from organisations to future meetings by mutual agreement.
5. Meetings will be held quarterly on the second Monday of the month at 19:30 in the Steyning Centre. The next meeting will be on 13th May 2024

Role of the group

1. To discuss key issues within our Parishes where climate action is needed.
2. To involve Greening Steyning to help our Parish Councils deliver any climate improvements.
3. To raise awareness within each Council of climate change, priorities and actions
4. To develop a shared set of Climate action priorities
5. To feed progress and issues to the HDC Parish and Neighbourhood Climate Change action network

Developing shared Climate action priorities

The group discussed individual Councils progress against the 'quick wins' document produced by HDC Parish and Neighbourhood Climate Change action network.

Bramber and Steyning Councils have declared a climate emergency. Upper Beeding will discuss doing so at their next Council meeting.

With regard to the climate actions identified by Horsham, the group divided these on whether the role of Parish Councils is to lead, facilitate, communicate or celebrate.

Draft Joint Climate Action Plan

Lead (actions for each Council to discuss and agree)

1. Ensure Climate actions are a standing item on each Full Council meeting
2. Include a Climate action page on Parish website
3. Use green energy suppliers for Parish premises and maximise the use of local renewable energy eg solar panels and heat pumps
4. Ensure that Parish buildings are well insulated to reduce use of energy and have LED lighting and adjustable heating controls.
5. Minimise waste from parish premises, reducing use of unnecessary printing and consumables.
6. Ensure that the Council uses an ethical bank.
7. Scrutinise local plans for their carbon impact by adopting local green planning guidance checklists.
8. Sign up Parish Council green spaces to the Weald to Waves project.

Celebrate.

1. Greening Steyning have put a number of initiatives in place across all parishes. These include: a survey asking residents what's important to them, and what needs to change; a monthly (BN44) Repair café; pop-up recycling for plastics that WSCC don't currently recycle; a twice weekly community fridge; Home energy sessions, including to vintage years, and the hub in Upper Beeding; articles in the local magazine encouraging people to make climate improvements; hosting the Green Day as part of the Steyning festival; organising climate demonstrations ; hosting nature film viewings and providing a monthly forum for residents to learn about climate improvements
2. Steyning for trees and our community orchards have been promoting the biodiversity and health benefits of trees and hedgerows.
3. Nature within the parishes is to be celebrated. In Bramber, we have Bramber Castle; In Steyning, we have the Steyning Downland Scheme, Abbey Road, the community orchards and Bramber Brooks; In Upper Beeding we have Saltings field and a small community orchard. All these spaces sequester carbon, provide opportunities for volunteers and have a positive impact on the health and recreation of our community. We are also surrounded by the South Downs National Park, closer to some Parishes than others.

Facilitate and communicate.

1. The group discussed whether we could task Greening Steyning with increasing reach into the community of climate action steps Councils are taking and what support is available to help residents effect change. Perhaps starting by celebrating what is already happening across the parishes (see above)
2. Support, the Steyning and District Community Partnership local cycling and walking improvement plan by appointing a lead councillor from each parish to work with the working group.
3. Continue to lobby for the white bridge
4. Share progress and documents from this group with other Horsham parishes via the Knowledge Hub
5. Promote awareness of grants available to increase insulation for residential properties. (? Greening Steyning)
6. Promote awareness of local opportunities to refill, household cleaning and beauty products (? Greening Steyning)

Suggested documents for sharing

1. Bramber Council Climate Action Plan
2. SPC Green building guidelines - draft yet to be approved by Steyning
3. Steyning grant awarding policy, including sustainability criteria.
4. Request for parish councils to show their support for the climate and ecology bill <https://www.zerohour.uk/>
5. Greening Steyning vision survey and climate action tracker.

Briefing Note

Climate and Nature Bill motion

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and around the world. The global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with [28% of plants and animals](#) threatened with extinction. In fact, the UK is [one of the most nature-depleted countries in the world](#) as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for voters with 66% of people (according to YouGov) expressing they are ‘worried about climate change and its effects’. Alongside this, the popularity of Sir David Attenborough’s *Save Our Wild Isles* initiative demonstrates public concern that UK wildlife is being destroyed at terrifying speed.

Climate and Nature Bill

The Climate and Nature Bill, a private member’s bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.

Based on the latest science, the CAN Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the [Kunming-Montreal Framework](#) (22 December 2022); and reduce greenhouse gas emissions in line with a fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5C, which was the goal agreed to at COP21, via the [Paris Agreement](#) (12 December 2015).

By bridging the gap between the UK Government’s current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on the environment; seizing the opportunities of the clean energy transition, including green jobs and reduced energy bills; and boosting the UK’s food and energy security.

Steyping Parish Council notes that:

The Climate and Nature Bill (formally Climate & Ecology Bill) , which has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 21 March 2024. As of April 4th 2024, the Bill is backed by nearly 200 cross-party MPs, 400 Peers, various local authorities, alongside the support of eminent scientists, such as Sir David King; environmental NGOs, such as The Wildlife Trusts and CPRE; businesses, such as The Co-operative Bank; and 30,000 members of the public.

The Bill would require the UK Government to develop and deliver a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, requiring a plan that considers both together;
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;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making and ending fossil fuel production and imports as rapidly as possible.
6. Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries; and
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.

Steyping 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](https://www.zerohour.org/), the organisers of the cross-party campaign for the CAN Bill, expressing its support (campaign@zerohour.uk).**

Briefing Note

Southern water sewage discharges into the Adur

1. A local resident alerted Greening Steyning and Parish Councillors to published figures from the Steyning Wastewater Treatment Works on the Rivers Trust website. The attached screen capture shows data from the last full year available, which is 2022 and shows 35 discharges from the sewer storm overflow, totalling 525 hours of discharges (see attached).
2. Data available from Southern water (See <https://www.southernwater.co.uk/water-for-life/clean-rivers-and-seas-plan/map> and attached) indicates that it would cost £1.95 million to sort out this problem.
3. Water quality readings from the Old Tollbridge, the nearest monitoring site to the Steyning Water Treatment Works indicate that, in 2023, half of the monthly readings are close to or exceed (sometimes substantially) what is defined as “high” counts of coliform. All three of the 2024 readings so far exceed or are very close to “high”.
4. Council are asked to agree sending of a letter to Southern water (see Appendix)

Appendix

Dear Sirs, We are writing to express concern about river quality and sewage outflow.

In particular:

- 1) Storm overflow discharges from the Steyning water treatment works into the river Adur: From the Rivers Trust website it appears that this occurred 35 times in 2022, the last available year of published data, amounting to 525 hours of discharge.
- 2) Water quality: Published monitoring data show high levels of coliforms at the Old Tollbridge, the nearest monitoring site to Steyning, being over or near 2000 Coliforms/ 100ml from October 2023 – March 2024 (<https://www.adur-worthing.gov.uk/media/Media,169694,smxx.pdf>)

We are aware that you have identified remedial actions that need to be taken, costing around £2 million, but that these are not planned until 2030, so we seek assurance that everything is being done to minimise any overflow discharge into the Adur and the system will be upgraded before accepting any new housing development connections.

Steypning Parish Council 2021/22

Consideration of an Objection made under Section 27 of the Local Audit and Accountability Act 2014 (the Act)

Introduction

1. As Auditor of Steypning Parish Council I received a formal objection dated 8 July 2022 from an elector of the Parish, in respect of the 2021/22 Annual Governance and Accountability Return completed (AGAR).
2. The objection letter received via email consisted of thirteen points, nine were assessed not to be eligible for objection as they were better dealt with under our annual limited assurance review procedures, four were found to warrant additional information being sought as it was possible that they may form an eligible objection under the requirements of Section 27 of the Act.
3. Having received and reviewed additional information in relation to these 4 points I have decided to consider them further under the objection rules.
4. For valid objection points, it is my role as local auditor to decide:
 - a. whether to consider the objection, and
 - b. if I do so, whether to take action within paragraph (a) or (b) of subsection (1) of Section 27 of the Act in response.
5. These potential actions are:
 - a. Make a Public Interest Report; and/or
 - b. Apply to a court for a declaration that an item of account is unlawful.
6. If, as local auditor, I decide not to take action within paragraph (a) or (b) of subsection (1) of Section 27, I may recommend that the relevant authority should itself take action in response to the objection.
7. I may also decide that there is no action required to be taken.

The Objection

8. The 4 points raised related to procedural matters of the council, namely:
 - a. Resolutions being ignored/not being implemented by the clerk;
 - b. Refusals to comply with standing orders resulting in items not added to meeting agendas.
 - c. Sharing of information relating to a specific payment with all councilors.
 - d. Concerns regarding the process of decision making for the use of CCTV by a delegated committee of the council.
9. Agendas and minutes of meetings with supporting documentation were requested, provided and reviewed to try and identify if there were records to support items 8a and 8b.
10. Explanations as to the nature of the information potentially not being shared were sought and provided for item 8c.
11. Minutes relating to item 8d were requested, provided and reviewed.
12. Items 8a, 8b and 8d appear to have been formally documented on the agenda and recorded as discussed within the minutes, although aspects of item 8d were in closed session, an explanation was provided and minuted.
13. The information provided appears to satisfy the protocol requirements, such as can be seen in hindsight:
 - a. to place requested items on the agenda:
 - b. discuss them at a meeting, to the extent that time allows; and
 - c. to minute the outcomes of those discussions.
14. There are also minutes supporting that the decision-making process for item 8d was brought to and made by full council.
15. The minutes provided were the version recorded as having been reviewed and approved at the following meeting.
16. No minutes have been provided to evidence or otherwise support the statement that items requested to have been put onto an agenda have not been.
17. Minutes of a further meeting were selected at random to confirm the approval process was completed and documented.

18. For this purpose, the minutes reviewed were those of the meeting of the Full Council held on 15/11/2021.
19. These minutes requested an amendment be made to the minutes of the previous meeting and that they were to be approved subject to that adjustment being made.
20. The wording on the previous minutes was then reviewed and found to be in accordance with the documented amendments.
21. Therefore, we find no evidence that these protocols are not being met.
22. In respect of item 8c, it is my understanding that the council are not required to provide information to all councilors, where they feel it is appropriate so to do.
23. An explanation relating to this item has been provided to me by the clerk and from that information, I am satisfied that the matter was being dealt with in a reasonable manner by the council.

Consideration and Decision

24. As Auditor I am required to assess whether the points raised in the objection are correct and to decide what further action, if any, is required.
25. Based on my review and considerations, I have found no evidence of matters not being appropriately dealt with.
26. Therefore, I do not believe it is necessary for me to take any further action at this time, such as issuing a public interest report.
27. It should be noted that it is for the Monitoring Officer to report on matters they believe to be illegal or amount to maladministration as relating to the conduct of councilors and officers and for the operation of the council's constitution.
28. This report should be brought to, discussed and any required actions noted at the next meeting of the council and a copy of the relevant minutes should be provided to me.

Right of appeal

29. You have the right, under section 28(3) of the Local Audit and Accountability Act 2014, to appeal our decision not to apply for a declaration. Should you wish to do so, you must issue your appeal with the High Court within the period of 21 days beginning with the date after you receive this document.
30. We do not believe there is any matter within this objection to which that right applies, however, should you disagree and wish to appeal this decision, we strongly recommend that you seek legal advice.
31. Please note, there is no right to appeal against the decision not to issue a public interest report.

Issued on 28 March 2024



Material information used in forming this decision – available online unless marked * or **

- Minutes of Finance and General Purposes Committee – 14 December 2021 and 11 January 2022
- Minutes of Full Council 15 November 2021 and 20 September 2021
- Minutes of the Full Council 11 April 2022 and 16 May 2022 - final approvals CCTV
- Email responses to the objection points raised by myself to the Clerk**
- Playground annual inspection Report*
- Table of remedial works following inspection report*
- Rebuttal Document 2022*

* These other documents have already been provided to the objector and therefore I am not attaching them to my report.

** Not provided.



The Department for Levelling Up, Housing and Communities (DLUHC) has published information on council tax levels set by councils in England for the financial year 2024/25.

Data specific to local (parish and town) councils includes:

- Parish precepts in 2024/25 will total £783 million, which is £75 million higher than in 2023/24 and 1.9% of overall council tax.
- The average Band D precept charged by local precepting bodies (including local councils) for 2024/25 will be £85.88, an increase of £6.74 or 8.5%.

The statistical release also shows:

- The average Band D council tax set by local authorities in England (including local councils) for 2024/25 is £2,171, an increase of £106 or 5.1% on the 2023/24 figure of £2,065.
- The overall council tax requirement is £41.2 billion, £2.5 billion higher than in 2023/24.
- The total tax base for setting council tax in 2024/25 is 19.0 million Band D equivalent dwellings, compared to 18.7 million Band D equivalent dwellings in 2023/24.

DLUHC will publish individual parish data for 2024/25 in May 2024.

[Read the statistical release on council tax levels set by local authorities: England 2024/25](#)