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**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 17th JUNE 2024 AT 7.30 PM
AT THE STEYNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place.

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore this meeting will likely take approx. 2 Hours 20 mins}

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {1 minute}** - Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR – {Up to 15 minutes}** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 4.0 MINUTES OF PREVIOUS MEETINGS {4 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 20th of May 2024 as a true and fair record.
- 5.0 MATTERS ARISING {4 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/23/108.5** Clerk to relay SPC disappointment at lack of response to H/A imp. Plan review to HDC - **Actioned**
 - 5.2 FULL/23/108.7** Clerk to ensure final JPAG recommendations are completed - **Actioned**
 - 5.3 FULL/24/01** Declaration of Office forms signed off - **Actioned**
 - 5.4 FULL/24/08** Committee Membership information for the new municipal year published - **Actioned**
 - 5.5 FULL/24/09** Group representation for the new municipal year published – **Actioned**
 - 5.6 FULL/24/10** Policies updated on the Web Site - **Actioned**
 - 5.7 FULL/24/13** SPC Subscriptions approved, earmarked for payment – **Actioned**
 - 5.8 FULL/24/15** Approved Land Register published for 2024/25 - **Actioned**
 - 5.9 FULL/24/17** Resident correspondence concerning proposed Glebe Farm development – SPC response taken to Planning and Premises committee for consideration and agreed content - **Actioned**
 - 5.10 FULL/24/19** Personnel Committee to discuss and agree a draft contract for the two new employees and for these to be brought back to Full Council for approval – **Actioned / See item 13.1**
- 6.0 REPORT FROM DISTRICT AND COUNTY COUNCILLORS {15 mins}**
 - 6.1** Cllr Victoria Finnegan – (HDC) update
 - 6.2** Cllr Nicholas Marks – (HDC) update
- 7.0 NEIGHBOURHOOD WARDENS REPORT {15 mins}** (See supporting papers).
 - 7.1** To receive the Neighbourhood Wardens reports for April and May 2024



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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8.0 GOVERNANCE AND COMMUNITY MATTERS {40 mins}, (See supporting papers)

- 8.1** To discuss and agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2023/24 with associated notes be approved and sent to the external auditor having been first signed by the SPC Chair.
- 8.2** To discuss and agree that the 'Notice of Public Rights' for the SPC AGAR Return 2023/24 be published as per supporting papers.
- 8.3** To discuss and agree this year's Christmas light display options for the Steyning High Street 2024
- 8.4** To approve the Community Committee recommendation to install a play area at Chandlers Way

9.0 REPORTS FROM OUTSIDE BODIES {10mins}

- 9.1** Cllrs Young and M. Alexander – Isolation and Loneliness / PPG update
- 9.2** Cllrs S Alexander & I Alexander – Wardens Steering Committee
- 9.3** Cllr Foxwell – Steyning Ukrainian Refuge

10.0 PROGRESS REPORT - ONGOING ITEMS {2 mins}

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

- 10.1** Clerk to discuss any new S106 funding opportunities with HDC
- 10.2** Chair to bring back further information concerning making Steyning a 'Dementia Friendly Town'
- 10.3** SPC to work with the Wardens and Steyning Business Chamber to set up Disc reporting system for High Street retailers.
- 10.4** Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if required
- 10.5** SPC to adopt Climate Action Plan and begin to work through recommendations
- 10.6** Clerk to update external bodies SPC membership representation with all the appropriate groups

11.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

- 11.1** None at time of publication

12.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

13.0 STAFFING MATTERS – {30mins}

- 13.1** To discuss and approve recommendations from Personnel Committee concerning the contracts for the two recent staff appointments
- 13.2** To discuss and agree the response to a Cllr complaint as per recommended by the Personnel Committee

14.0 DATE OF NEXT PARISH COUNCIL MEETING: 15th JULY 2024 at 7.30pm

John Fullbrook
Clerk to the Council