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STEYNING – ANNUAL PARISH COUNCIL MEETING

HELD ON MONDAY 20th MAY 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Linfield, Bell, Hanson, S. Alexander, I Alexander, Lloyd, Trundle, Campbell, Johnson, Foxwell, Ballance, Sharp & M Alexander.

Clerk in attendance : John Fullbrook

Members of the Public : **3**

Meeting commenced : **7.30 pm**

DRAFT MINUTES

ACTION

FULL/24/1 **ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2024/25** **CLERK**

1.1 There were five nominations for Cllr Norcross to be Chairmen.
Cllr S Alexander **nominated and proposed, seconded** by Cllr M Alexander that Cllr Norcross be elected the Chairman for the 2024/25 municipal year. **Agreed 13 For, 1 Abstained**

FULL/24/2 **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2024/25**

2.1 There were two nominations for Cllr Young to be Vice Chairman.
Cllr Norcross **nominated and proposed, seconded** by S Alexander that Cllr Young be elected Vice Chairman of the Council for the 2024/25 municipal year. **Agreed.**

FULL/24/3 **APOLOGIES FOR ABSENCE**

3.1 Apologies were received from Cllrs Young.

FULL/24/4 **DECLARATIONS OF INTEREST**

4.1 None

FULL/24/5 **QUESTIONS FROM THE FLOOR** ***(in summary)***

5.1.1 ***Q –*** *Trevor Cree – Statement & Questions - The Steyning Clock Tower has been insured by the SPC in recent years {This is no longer the case}, and it appears the Council may have ceded ownership of this valuable asset. Properly elected councillors have a duty to ensure the Council is held to account in the public interest. {Trevor} has been informed that some councillors have been improperly denied access to Clock Tower documentation. Was the documentation/ advice supplied by an SPC solicitor or from a solicitor acting on behalf of the current owner? Can this documentation be provided to Councillors in an unredacted format tonight to avoid further unacceptable delays?*
{Trevor} hopes representational voting later in this meeting is not a tool to keep certain councillors off committees.

5.1.2 ***A – The Chair responded that in reference to the Clock Tower documentation, nothing is being withheld and councillors can come and view it by appointment with the Clerk. Documents will not be sent out tonight as there is a meeting to get through.***

FULL/24/6 **MINUTES OF PREVIOUS MEETING**

6.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 15th of April '24 be accepted as a true and fair record. **Agreed 10 For, 3 Abstained**

FULL/24/7 **MATTERS ARISING – These items were taken as read**

7.1 HDC Wildways project – Clerk to distribute information about the scheme **- Actioned**

7.2 Clerk to write to MP to urge him to sign up to the Climate and Nature Bill **- Actioned**

7.3 Clerk to write to Zero Hour to express SPC's support for the Climate and Nature Bill - **Actioned**

7.4 Clerk to write to Southern Water to express SPC's concern regarding mounting sewage discharges into the river Adur - **Actioned**

7.5 Clerk to relay decision of the Council to external auditor and bring back subsequent report **– See item 14.6**

7.6 Clerk to appoint Part time additional admin support for a limited period **- Actioned**

FULL/24/8 **REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS**

The Clerk had collected committee membership preferences from Councillors prior to the meeting. He went on to explain the voting process by which the election of committee membership would be achieved. This had been agreed to be by voting slip {Standing Orders}. He also confirmed that in this instance there were 10 candidates for the 9 Community Committee positions available. Whilst the vote and count was undertaken, the meeting was temporarily suspended. Subsequent to that vote the following was agreed:

8.1.1 **Community Committee**

Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Linfield, I. Alexander, Sharp and Bell are duly elected as the members of the Community committee. **Agreed** **CLERK**

8.1.2 **Position of Chairman of this committee.** Cllr Young nominated Cllr I Alexander. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr I Alexander serves as Community Committee Chair. **Agreed**

8.1.3 **Position of Vice Chairman -** Cllr I Alexander nominated Cllr Norcross. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that Cllr Norcross serves as Community Committee Vice Chair**. Agreed**

8.2.1 **Planning & Premises Committee**

The Clerk confirmed that there were 8 candidates for the 8 positions available. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Trundle, Young, Hanson, Johnson, M. Alexander, Foxwell, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. **Agreed**

8.2.2 **Position of Chairman of this committee.** Cllr Young nominated Cllr Trundle. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllr Trundle serves as Planning and Premises Committee Chair. **Agreed**

8.2.3 **Position of Vice Chairman –** Cllr M Alexander was nominated by Cllr Norcross. **.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr M Alexander serves as Planning and Premises Committee Vice-Chair. **Agreed**

8.3.1 **Finance and General Purposes Committee {F&GP}**

The Clerk confirmed that 10 councillors had expressed an interest in the 9 places available. He further explained that three positions were now filled as per ex-officio inclusions via above votes **CLERK**

A vote was undertaken, and the meeting was suspended whilst a count was completed. Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Johnson, Sharp, M Alexander, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. **Agreed**

8.3.2 **Position of Chairman of this committee.** Cllrs S Alexander and Sharp nominated themselves for the position. After a vote by show of hands. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr Sharp serve as Chair of Finance and General Purposes Committee. **Agreed**

8.3.3 **Position of Vice Chair of this committee**. Cllr Norcross nominated Cllr S Alexander. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllr S Alexander serve as Vice Chair of Finance and General Purposes Committee. **Agreed**

8.4.1 **Personnel Committee**

The Clerk confirmed that 7 councillors had expressed an interest in the 7 places available. **CLERK**

Cllr Norcross **proposed, seconded** by Cllr Linfield that Cllrs Norcross, Linfield, Lloyd, Hanson M. Alexander, Bell and Young are duly elected as the members of the Personnel Committee. **Agreed**

8.4.2 **Position of Chairman of this committee**. Cllr Young was nominated by Cllr Hanson. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllr Young serve as Chair of the Personnel Committee. **Agreed**

8.4.3 **Position of Vice Chair of this committee.** Cllr Norcross nominated Cllr Bell. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Bell serve as Vice Chair of the Personnel Committee. **Agreed**

FULL/24/9 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL **CLERK**

9.1 **FOI Panel Membership** – **6** Councillors had expressed an interest in **5** positions. After a vote by ballot. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Norcross, Lloyd, I Alexander, Sharp and S Alexander are duly elected as the members of the FOI Panel. **Agreed**

9.2 **Working Practices Group - 5** Councillors had expressed an interest in **5** positions. Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs M Alexander, Norcross, Hanson, S Alexander and Campbell are duly elected as the members of the Working Practices group. **Agreed**

9.3 **Climate Action Group - 3** Councillors had expressed an interest in **3** positions. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs M Alexander, Bell and Johnson are duly elected as the members of the Climate Action Group. **Agreed**

9.4 **Community Engagement Committee - 6** Councillors had expressed an interest in **7** positions. Cllr Linfield agreed to join the candidates. Cllr Norcross therefore **proposed, seconded** by Cllr S Alexander that Cllrs Foxwell, Young, Trundle, Ballance, Linfield, Sharp and S Alexander are duly elected as the members of the Community Engagement Committee. **Agreed**

FULL/24/10 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, **CLERK**

10.1 **FINANCIAL RISK ASSESSMENT, CODE OF CONDUCT & DISPENSATION SCHEME**. There were no amendments suggested by Councillors. Cllr Norcross **proposed, seconded** by Cllr Lloyd to adopt the SPC Standing Orders, SPC Financial Regulations, SPC Scheme of Delegation, SPC Finance Risk Assessment, SPC Code of Conduct and SPC Dispensation Scheme (as per supporting papers) en bloc. **Agreed**

FULL/24/11 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES **CLERK**

11.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the following policies be adopted by SPC en bloc (as per supporting papers), that is the Data protection policy; the Data Breach Notification; the Subject Access Request Policy; the CCTV Policy and Code of Practice; the SPC Freedom of Information & Environmental Information Regulations Requests Policy; the SPC

Dignity at Work / Bullying and Harassment Policy; the SPC Communications Protocol; the SPC Complaints Procedure; the SPC Social media Policy; the SPC Unacceptable Behaviour Policy; the SPC Overarching Protocol for Councillors Conduct; the SPC Health and Safety Policy; the SPC Staff Grievance Policy; the SPC Staff Discipline Policy, SPC Civility & Respect Policy and the SPC Equality Policy. **Agreed**

FULL/24/12 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES **CLERK**

12.1 **South Downs National Park (SDNP) – One/ Two reps.**
Two Cllrs were interested in the two positions available.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs S. Alexander and Lloyd be voted in as SPC representatives to the SDNP. **Agreed**

12.2 **Joint Parishes Youth Committee (JYPC) – Two reps.** The Clerk confirmed there were two Cllrs interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Linfield and S Alexander be voted in as the SPC representatives to the JPYC. **Agreed.**

12.3 **HALC / WSALC / NALC - Two reps**. – Two Cllrs were interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Norcross and Lloyd represent SPC at HALC, NALC and WSALC. **Agreed**

12.4 **Joint Parishes Cemetery Committee (JPCC) – One/ Two reps**. Cllr Norcross **proposed, seconded** by Cllr M. Alexander that Cllrs Ian Alexander and Linfield be the two representatives on the JPCC. **Agreed**

12.5 **Isolation & Loneliness and PPG representative – Two/ Three reps.** The Clerk confirmed there were three Cllrs interested in the three positions available. Cllr Norcross **proposed, seconded** by Cllr Linfield that Cllr Young, Hanson and M. Alexander be Isolation and Loneliness and PPG representatives for SPC. **Agreed.**

12.6 **Tree Warden for Steyning Parish Council**. Simon Zec had kindly agreed to act as Tree Warden once again. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Simon Zec continue as SPC Tree Warden. **Agreed**

12.7 **Neighbourhood Wardens Steering Committee – Two reps.** The Clerk confirmed there were three Cllrs who wanted to represent the Council. Cllr Campbell withdrew his interest in the role. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs S. Alexander and I Alexander be the two representatives on the Neighbourhood Wardens Steering Committee. **Agreed**

12.8 **Steyning Ukrainian Charity Committee – One Rep**. The Clerk confirmed there was one candidate for the position. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Foxwell be the representative on the Steyning Ukrainian Charity Committee. **Agreed**

FULL/24/13 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES **CLERK**

13.1 The Clerk explained, and via supporting papers, why there was a need to agree the subscriptions. Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC approve subscriptions to the following external bodies en bloc: West Sussex Association of Local Councils, the National Association of Local Councils, Horsham Association of Local Councils, Society of Local Council Clerks and the Open Spaces Society. **Agreed**

FULL/24/14 NOTIFICATIONS

14.1 **Steyning Parish Council Insurance Cover. -** To note that the current Council's insurance policy cover expires on the 31st August '24.

14.2 **SPC Meeting Schedule -** This had been agreed at the February 19th 2024 Full Council Meeting

14.3 **SPC Asset Register** - The Clerk and Chair confirmed the current SPC Asset Register was agreed, and would not need reviewing until September 2024.

14.4 **Members to agree reaffirmation of SPC's General Power of Competence** – The clerk explained that each year there was a need to ensure members understood that the criteria allowing reaffirmation was met, and also via supporting papers what it meant for the Council to hold this power. Cllr Norcross **proposed, seconded** by Cllr Foxwell that SPC meets the criteria for the 'General Power of Competence'. **Agreed**

14.5 **Progress Report & Matters Arising items. -** These items not discussed from the 15th of April 2024 meeting are to be taken to June full council **CLERK**

14.6 **Completion of External Audit for 2021-22, and to inform re 2022-23 External Audit Progress** **CLERK**
The Clerk explained (via supporting papers) that following last month's Full Council meeting, and the news concerning the ongoing cost of the External Audit review of the 2021-22 SPC governance and accountability annual report (due to a SPC councillor raising objections), that that no further objection had been raised, and that therefore the 21/22 AGAR had indeed been signed off. The final report noting two items was discussed, and the Clerk notified that both the report and the 'End of Audit Public Notice' had been already placed on the SPC Web Site for public scrutiny. The Clerk further pointed out that the 2022/23 AGAR review was now being undertaken by the External Auditors, and because of the protracted process dealing with the 21/22 review, that this was currently one year delayed.

FULL/24/15 SPC LAND REGISTER LIST APPROVAL

15.1 **To agree the SPC Land Register as per supporting papers** – The Clerk presented an unchanged SPC Land Register document for reapproval for this financial year. Cllr Campbell put forward his views concerning the ownership of the High Street Clock Tower. He urged that SPC take legal advice and provide the instructions to its solicitors and that the resulting advice should be circulated to all councillors. **CLERK**

15.2 Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC agrees the Land Register as per the document received via supporting papers. **Agreed 12 For, 1 against, 1 abstained**

FULL/24/16 COMMUNITY MATTERS

16.1 **Report from the recent Climate Action Group Meeting and to consider requests for action** **CLERK**
Cllr Johnson reported that the meeting on the 13th May went well and the details of it were presented via notes in a supporting paper. There was reference made to the Sussex Nature Recovery Strategy Survey, and it was suggested that perhaps clerks could complete this survey on the council's behalf, and circulate it to other key stakeholders. The SPC clerk said that he would discuss with/ inform the other three clerks whose reps sit on this Action Group. The Chair and councillors were invited by the group to take part in, and therefore support, the Steyning festival 'Green day'. The Group's membership had also recently expanded to now include a representative from Ashurst PC.

FULL/24/17 CORRESPONDENCE AND INFORMATION ITEMS

17.1 There had been a lot of correspondence received from concerned residents regarding the proposed Glebe Farm housing development, some of which had been circulated via supporting papers. Members discussed the matter and considered it would be best that a set response (which could be sent to all of these enquiries) be crafted by the Planning and Premises committee and that part of the response be to outline the powers that our Parish Council has in that they are restricted to being a consultee and that the SPC Neighbourhood plan also be explained. **CLERK**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Leanne Poole Email: leanne.poole@steyningpc.gov.uk

FULL/24/18 CONFIDENTIAL SESSION

18.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander 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 19 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/24/19 STAFFING MATTERS

To approve recommendations from Personnel Committee and Joint Parishes Youth Committee and staff selection panels concerning the current staff selection process.

19.1 The Clerk reported on the **Deputy Clerk and Community Centre Operations Manager** position first, and explained the reasons behind the selection panels recommendation. It was stated the preferred candidate could start on the 17th of June. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC approve the appointment of Miss Leanne Poole to the position of Deputy Clerk and Community Centre Operations Manager, subject to receiving references and the successful completion of the usual probationary period. **Agreed** **CLERK**

19.2 **Lead Youth Worker** **CLERK**

There were two recommendations from the JPYC meeting dated 22nd April to be considered. The Clerk also explained the reasons behind the selection panel's decision. There was some additional discussion in reference to the terms of the contract.

19.2.1 Cllr S Alexander **proposed, seconded** by Cllr Lloyd that SPC approves the JPYC recommendation to all three Parish Councils in offering the position of 'Youth Worker in Charge' to Victoria Heales subject to a successful completion of the probationary period and the DBS checks, plus having receipt of references, and that the SPC personnel committee agrees content of the contract and that she starts a level 3 apprenticeship as soon as possible after the commencement of her employment. **Agreed**

19.2.2 Cllr S Alexander **proposed, seconded** by Cllr Linfield that SPC approves the JPYC recommendation that all the three councils agrees that the level three apprenticeship course would take about 18 months to complete and would combine on-the-job training with a minimum of 20% off the-job learning, and that this would mean that approx. 6 hours of the 30 hours per week needed to be allocated for the completion of the course {for its duration}. **Agreed**

19.2.3 Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC Personnel committee have delegated authority to prepare and approve an appropriate 3 Year Fixed term contract for this position {Lead Youth Worker}. **Agreed**

FULL/24/20 DATE OF NEXT FULL COUNCIL MEETING: 17th June 2024 at 7.30pm

Meeting closed at 9.11 pm

Signed …………………………………………… Date 17th June 2024
Chairman

A video recording of this meeting is available at - **https://youtu.be/QUTPIpXsfnI**
Unfortunately the camera experienced intermittent faults so this recording is audio only