



The Steypning Centre, Fletchers Croft, Steypning
West Sussex,
BN44 3XZ
Tel. 01903 812042

www.steypningpc.gov.uk

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**TO ALL MEMBERS OF STEYPNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 15th JULY 2024 AT 7.30 PM
AT THE STEYPNING 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 17th of June 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/24/27.1** Cllr S Alexander to relay questions to Wardens Steering Committee - **Actioned/ See item 9.2**
 - 5.2 FULL/24/28.2** Clerk to display signed AGAR with notice of Public Rights - **Actioned**
 - 5.3 FULL/24/28.3** Clerk to order preferred Christmas display option, and begin installation project - **Actioned**
 - 5.4 FULL/24/28.4** Clerk to order Chandlers Way play equipment - **Actioned**
 - 5.5 FULL/24/29.2** Wardens Steering Committee meeting moved to 25th June – **Actioned/ See item 9.2**
 - 5.6 FULL/24/31.1** Pizza Van licence on the MPF issue to be taken to Community Committee for resolution - **Actioned**
 - 5.7 FULL/24/33.1** Clerk to amend staff contracts where necessary and ensure they are both signed when read – **Actioned**
 - 5.8 FULL/24/33.4** Cllr complaint response to be sent to the SPC councillor in question - **Actioned**
- 6.0 REPORT FROM DISTRICT AND COUNTY COUNCILLORS {15 mins}**
 - 6.1** Cllr Nicholas Marks – (HDC) update
- 7.0 NEIGHBOURHOOD WARDENS REPORT {15 mins} (See supporting papers).**
 - 7.1** To receive the Neighbourhood Wardens reports for June 2024
- 8.0 GOVERNANCE AND COMMUNITY MATTERS {50 mins}, (See supporting papers)**
 - 8.1** Update regards the Steypning Sewage Plant issues & proposed developments following April SPC communications
 - 8.2** To discuss and agree recommendations from the Joint Parishes Youth Committee
 - 8.3** Progress update on SPC projects - SPC Notice board, Chandlers Play Area, Fletchers Croft Car Park, & TRO's.



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

Email: clerk@steypningpc.gov.uk
Email: leanne.poole@steypningpc.gov.uk

- 8.4 To consider reconvening the SPC Neighbourhood Plan Steering Committee and agree any actions
- 8.5 To discuss and agree an attendance roster for SPC Councillors in consideration of the Steyning Farmers Market
- 8.6 To consider a motion proposed by Cllr Campbell under SO 9 – *‘On medical grounds Cllr Campbell is granted leave of absence for today’s meeting of Steyning Parish Council and for all subsequent meetings up to and including the meeting on 16 September 2024’*

9.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS {5mins} (Supporting papers)

- 9.1 **Community Committee** – To receive the Minutes and draft Minutes from the meetings held on the 5th March ’24, 2nd April ’24, 4th June ’24 and 2nd July ’24.
- 9.2 **Finance and General Purposes Committee** – To receive the Minutes and draft Minutes of the meetings held on the 12th March ’24, and the 11th of June ’24
- 9.3 **Planning and Premises Committee** – To receive the Minutes and draft Minutes of the meetings held on the 26th February , 25th March , 22nd April , 28th May , and the 24th June 2024.
- 9.4 **Personnel Committee** – To receive the Minutes and draft Minutes from the meetings held on the 22nd March ’24, 11th April ’24, and the 5th of June ’24.

10.0 REPORTS FROM OUTSIDE BODIES {15mins}

- 10.1 Cllrs Young and M. Alexander – Isolation and Loneliness / PPG update
- 10.2 Cllrs S Alexander & I Alexander – Wardens Steering Committee
- 10.3 Cllrs I Alexander & Linfield – Joint Cemetery Committee
- 10.4 Cllr Johnson, Bell & M Alexander – Joint Climate Action Group

11.0 PROGRESS REPORT - ONGOING ITEMS {2 mins}

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

- 11.1 Clerk to discuss any new S106 funding opportunities with HDC
- 11.2 Chair to bring back further information concerning making Steyning a ‘Dementia Friendly Town’
- 11.3 SPC to work with the Wardens and Steyning Business Chamber to set up Disc reporting system for High Street retailers.
- 11.4 Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if required
- 11.5 SPC to adopt Climate Action Plan and begin to work through recommendations
- 11.6 Clerk to update external bodies SPC membership representation with all the appropriate groups
- 11.7 Cllr Finnegan to respond to question concerning EV charging infrastructure installation delays
- 11.8 Council, Wardens and PCSO’s to work with Coop management to find a solution to habitual thefts
- 11.9 Clerk to check play tunnel installation specs for Chandlers Way
- 11.10 Signed AGAR and supporting papers to be sent to external auditors

12.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

- 12.1 None at time of publication

13.0 DATE OF NEXT PARISH COUNCIL MEETING: 16th SEPTEMBER 2024 at 7.30pm

John Fullbrook
Clerk to the Council