

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th JUNE 2024 AT 7.30PM

Councillors Present : Cllrs Young (Vice Chairman), S. Alexander, Lloyd, Ballance, Linfield, Campbell, Foxwell, Bell, Sharp and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 2 {inc. District Cllr V. Finnegan}
Meeting commenced : 7.30 pm

MINUTES

ACTION

FULL/24/21 APOLOGIES FOR ABSENCE

21.1 Apologies received from Councillors Norcross, Trundle, M Alexander, I Alexander, and Johnson.

FULL/24/22 DECLARATIONS OF INTEREST

22.1 Cllrs Campbell declared an interest in agenda item 13.2 and stated he would leave the meeting at this point as it is the last item on the Agenda.

FULL/24/23 QUESTIONS FROM THE FLOOR {in summary}

23.1. None

FULL/24/24 MINUTES OF PREVIOUS MEETING - Cllr Young **proposed, seconded** by Cllr S. Alexander that the minutes for the meeting dated the 20th of May 2024 be accepted as a true and fair record. **Agreed.**

FULL/24/25 MATTERS ARISING – These items were taken as read

25.1 Clerk to relay SPC disappointment at lack of response to H/A imp. Plan review to HDC – **Actioned**

25.2 Clerk to ensure final JPAG recommendations are completed – **Actioned**

25.3 Declaration of Office forms signed off – **Actioned**

25.4 Committee Membership information for the new municipal year published – **Actioned**

25.5 Group representation for the new municipal year published – **Actioned**

25.6 Policies updated on the Web Site - **Actioned**

25.7 SPC Subscriptions approved, earmarked for payment – **Actioned**

25.8 Approved Land Register published for 2024/25 - **Actioned**

25.9 Resident correspondence concerning proposed Glebe Farm development – SPC response taken to Planning and Premises committee for consideration and agreed content - **Actioned**

25.10 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 33.1**

FULL/24/26 REPORT FROM DISTRICT COUNCILLORS (In Summary)

26.1 **Cllr Victoria Finnegan – (HDC) update – Item 1. – Congratulations,** - On 25 years of the 'Steyping Farmers Market' and a very successful Steyping Festival. Plus a note that the joint Farmers Market 'Cllr Surgery Stall' is going very well.

26.2 **2. Association of Parish Councils Aviation Group,** - Information about this group given to SPC clerk {which has been distributed to members}. There are three ongoing issues at present being discussed: The second runway DCO application; The FASI South Airspace reorganisation ; and the revised format for the Noise Management Board's third term.

26.3 **3. Newmans Gardens Car Park redevelopment** – Delay to development due to joining with other Car Park works around the district so that a better price can be agreed with contractors – this also delaying EV charging installations. Likely now to start this Autumn.

26.4 **4. Connected Spaces** – Better Wi-Fi connectivity for the High Street – plans have been submitted, but no details as yet, other than 3 x 6-meter masts proposed to be installed.

26.5 **5. Dog Fouling** – HDC will be speaking with Wardens to see how they can be helped with ongoing concerns

26.6 **6. Local Flooding** – Victoria acknowledged local resident communications about local flooding issues, both at Newmans Lane and Bramber Brooks. HDC officers are satisfied that the environment agency are managing the Bramber Brooks site appropriately.

26.7 **7. Glebe Farm** – Victoria continues to respond to all residents communications on the matter. It's likely it will be coming to HDC planning committee now after the original suggested July date due to the interest, comments and other issues still to be fully dealt with such as water neutrality.

26.8 **8. Questions** –

i – Was there a consultation with Parish Councils about the flooding issues mentioned? – No, this was due to a communication with the local resident.

ii – Concerned about EV Chargers delay, where is the money coming from for this and isn't it likely that by the time these have been installed, the technology, and need for them, would have moved on? – Victoria will get back to Cllr Ballance on this matter.

iii – For clarification, are the finances that were set aside for Newmans Garden Car Park redevelopment, now being diverted to include other Car Parks? – No, this is an idea to help diminish overall costs by including other projects within the contractors scope of works.

Cllr
Finnegan

CLERK

26.9 **Cllr Nicholas Marks** – Not in attendance

FULL/24/27 NEIGHBOURHOOD WARDENS REPORT

27.1 The Neighbourhood Warden reports for April and May 2024 were received. Questions were raised included whether it was a policy decision that wardens seemingly came less frequently to Full Council meetings? – It was not. Likely attendance would be quarterly.

There was a recent Steering committee that had to be postponed, but this was now due to be convened later this month {25th June}.

Cllr S Alexander was asked to raise questions concerning some of the criteria for the reports table of figures, and that perhaps admin numbers could be further broken down, to assist with clarity. Also, continued thefts at the Coop was raised as an issue which is promoting antisocial behaviour, and Cllrs wondered if the Parish Council could do more. The Clerk confirmed the Wardens, Police & PCSO's were attempting to work with the Coop management to effectively deal with this issue, to be more proactive with theft aversion and reporting, and that this will be brought back to SPC via the Wardens Steering Committee. It was clear that members felt a follow up to last year's Community *Trigger* meeting or at least a positive response should be sought by SPC concerning this issue.

Cllr S
Alexander

CLERK

FULL/24/28	GOVERNANCE AND COMMUNITY MATTERS	
28.1	To agree the SPC Annual Governance and Accountability Return for 2023/24. The Clerk explained the details associated with this item assisted by supporting papers, noting that this year there was no need for additional comments to be sent to the external auditor as there was no significant variance on any of the finance lines on page 5 of the completed AGAR, in comparison with last year's figures. Cllr Young proposed, seconded by Cllr S Alexander that SPC 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. Agreed 9 For, 1 Against	CLERK
28.2	Publication of the SPC 'Notice of Public Rights' for the SPC AGAR Return 2023/24. Cllr Young proposed, seconded by Cllr S Alexander, that SPC agrees that the 'Notice of public rights' for the SPC AGAR Return 2023/24 be published as per supporting papers. Agreed	CLERK
28.3	To agree the Christmas Light display options for the Steyning High Street 2024. The Clerk explained that there had been many discussions at F&GP committee, and discussions involving the high street traders, as part of the councils continuing emphasis on community engagement, and that this was the reasoning behind the recommendation noted in relation to the display options presented as per supporting papers. Cllr Young proposed, seconded by Cllr Sharp that SPC adopt option 5 {as per supporting papers} for the Christmas lights this year. Agreed 8 For, 2 Against	CLERK
28.4	To approve the Community Committee recommendation to install a play area at Chandlers Way. Members discussed the recommendation as noted within the supporting papers which noted the contractors quote, terms and conditions, as well as the reasoning behind the final choice of equipment, this again being a situation whereby the local residents were very much part of the decision-making process. Concerns were raised by Cllr Campbell in relation to small variations in ground levels, compliance with the Equality Act, that the play surface {Loose Bark} chosen was not a suitable choice, that a different play surface ought to be put in place immediately surrounding the play tunnel, that the orientation of some of the equipment was incorrect and that a spring mounted seat should not be installed adjacent the 'playboard' for safety reasons. The Clerk explained that immediately after the equipment is installed, and before the site is opened, a third party signs off on all compliance matters. Cllr Young proposed, seconded by Cllr Foxwell that SPC agree with the Community Committee recommendation - to the installation of the Chandlers Way play area subject to a double check being carried out on the installation of the tunnel on the grass, and the timber separating the two surfaces. Agreed 9 For, 1 Against	CLERK
FULL/24/29	REPORTS FROM OUTSIDE BODIES	
29.1	Cllrs Young and M. Alexander – Isolation & Loneliness / PPG, Vintage Years going very well and again have mentioned their appreciation of the Councils financial support of their group. The PPG is to be funded for another year thanks to a grant from the Wilson Memorial Trust once again.	
29.2	Cllrs S Alexander & I Alexander – Wardens Steering Committee – The last meeting was postponed – likely moved to the 25 th June	CLERK
29.3	Cllr Foxwell – Steyning Ukrainian Refuge {S.U.R} – Our MP visited recently and met with a local Russian family whose daughter is doing well at the Grammar School, and is being supported by the S.U.R. Also a local resident is involved with inventing a low-level flying drone which has the capacity to detonate land mines. These being just two examples of the really important supportive work being undertaken by the S.U.R at the moment.	

FULL/24/30 PROGRESS REPORT**To receive the following ongoing items**

- 30.1 *Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing* Cllr Norcross
- 30.2 *Clerk to discuss any new S106 funding opportunities with HDC - Ongoing* CLERK
- 30.3 *SPC to work with Steyning Business Chamber and Wardens to set up Disc reporting system for High Street retailers – Ongoing* Wardens
- 30.4 *Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if required* CLERK
- 30.5 *SPC to adopt Climate Action Plan and begin to work through recommendations - Ongoing* CLERK
- 30.6 *Clerk to update external bodies SPC membership representation with all the appropriate groups - Ongoing* CLERK

FULL/24/31 CORRESPONDENCE AND INFORMATION ITEMS

- 31.1 There had been correspondence concerning the Pizza Van and issues relating to late payments and its staff tidying up after their service each Friday at the MPF – The Clerk confirmed that this will be brought forward to the next SPC community meeting. CLERK

FULL/24/32 CONFIDENTIAL SESSION

- 32.1 Cllr Young **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 13 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. Clerk & Cllr Campbell left for item 33.2

FULL/24/33 STAFFING MATTERS

- 33.1.1 **To approve recommendations from Personnel Committee concerning the contracts for the two recent staff appointments.** The Clerk provided supporting papers showing amendments to NALC standard contracts which had been agreed by the Personnel Committee.
- 33.1.2 Cllr Young **proposed, seconded** by Cllr Foxwell that SPC approve the contract for the position of *Deputy Clerk and Steyning Centre Operations Manager*. **Agreed 9 For, 1 Against** CLERK
- 33.1.3 Cllr Young **proposed, seconded** by Cllr S Alexander that SPC approve the contract for the position of *Lead Youth Worker*, subject to the inclusion of the title of the training programme, once it had been agreed. **Agreed 9 For, 1 Against** CLERK
- 33.2 **To agree the response to a Cllr complaint as per recommended by the Personnel Committee** Cllr Young **proposed** that the recommended response from the Personnel committee (as per supporting paper) be sent to Cllr Campbell, Cllr Ballance **seconded. Agreed** Cllr Young

FULL/24/34 DATE OF NEXT FULL COUNCIL MEETING: 15th July 2024 at 7.30pm

Meeting closed at 9.27 pm

Signed Date 15th July 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/vfr41R5Oldk>