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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 18th NOVEMBER 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 Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning 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 Cllrs of their personal interests in regards matters on the agenda & 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 16th of September 2024 as a true and fair record.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/24/53.1** Clerk to inform residents via publication of new grant availability at HDC – **Actioned**
 - 5.2 FULL/24/53.1** Glebe Farm application mitigations noted and used in SPC objection statement – **Actioned**
 - 5.3 FULL/24/55.1** Youth Service presentation deferred to next meeting – **See item 8.1**
 - 5.4 FULL/24/55.2** SPC Social Media Promotions – regular posts from Clerks office to begin in earnest – **Actioned**
 - 5.5 FULL/24/55.3** All member working party to convene to work on Council strategic planning for 25/26 – **Actioned**
 - 5.6 FULL/24/55.4** Cllrs Young and Linfield to coordinate future Farmers Market 'surgery' cover – **Actioned**
 - 5.7 FULL/24/55.4** Name Badges produced for Cllrs for their Farmers Market duties – **Actioned**
 - 5.8 FULL/24/55.5** Community Awards Promotional details amended, and poster published, posted and displayed – **Actioned**
 - 5.9 FULL/24/56.1** SPC N. Plan W. Party to convene to review and agree to recommend timescales, scope, ToR's etc – **Item 9.1**
 - 5.10 FULL/24/56.2** SPC Representative to attend and make statement at EOM Planning South re Glebe Fm app. – **Actioned**
 - 5.11 FULL/24/57.3** Clerk to distribute Climate Action Group Minutes from previous meeting – **Actioned**
 - 5.12 FULL/24/58.2** Clerk to discuss any new S106 funding opportunities with HDC – **Actioned**
 - 5.13 FULL/24/58.3** Reports on SPC Code of conduct investigations by HDC to be discussed by Full Council – **See item 8.2**
 - 5.14 FULL/24/59.0** Clerk to publish and distribute as appropriate the correspondence items from this meeting - **Actioned**
- 6.0 REPORT FROM DISTRICT COUNCILLORS {24 mins}**
 - 6.1** Cllr Victoria Finnegan – (HDC) update
 - 6.2** Cllr Nicholas Marks – (HDC) update
- 7.0 NEIGHBOURHOOD WARDENS REPORT {8 mins}** (See supporting papers).
 - 7.1** To receive the Neighbourhood Wardens reports for September and October 2024



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Deputy Clerk: Leanne Poole

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8.0 COMMUNITY MATTERS {15 mins}, (See supporting papers)

- 8.1** Youth Service Presentation – Report on the first week-long Holiday Activity Club, and the start of the Activity Programme from the new SPC Youth Services Team
- 8.2** To receive notification from the Chair concerning the HDC Standards Committee ‘Hearings’ dated 2nd December which are to complete their investigations into outstanding SPC Code of Conduct issues, and to agree to convene an EOM to deal with any matters arising from that meeting – likely to be dated 17th December
- 8.3** To receive notification from the Steyning Cricket Club in regard to their future development plans and agree any actions.

9.0 GOVERNANCE {40 mins}, (See supporting papers)

- 9.1** To consider recommendations from the SPC Neighbourhood Plan Working Party and agree actions as per details and motions set out within supporting papers, in regard to a proposed review of the Steyning Neighbourhood Plan
- 9.2** To agree to amend the targets as outlined within this year’s SPC Action Plan in accordance with the agreements noted above
- 9.3** To consider and agree amendments to the SPC Standing orders under section 4 – Committees and Sub Committees, the details of which are noted in red within supporting papers.
- 9.4** To discuss and agree amendments to the SPC Scheme of Delegation as per noted in red within supporting papers
- 9.5** To discuss and agree recommendation from Personnel committee concerning implementing the nationally agreed pay awards. {Details of each staff and associated financial implications to be dealt with under item 14, below}

10.0 REPORTS FROM OUTSIDE BODIES {8 mins}, (See supporting papers)

- 10.1** Cllrs Young, Hanson and M. Alexander – Isolation and loneliness / PPG update
- 10.2** 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** SPC to lobby for half hourly bus service
- 11.2** Chair to bring back further information concerning making Steyning a ‘Dementia Friendly Town’
- 11.3** Clerk to update external bodies SPC membership representation with all the appropriate groups
- 11.4** Climate Action in Steyning to have its own page/ site on the SPC Web Site

12.0 CORRESPONDENCE AND INFORMATION ITEMS {1 min}

- 12.1** None at time of printing

13.0 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 14 & 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

14.0 STAFFING MATTERS – {20 mins} (See supporting papers).

- 14.1** To discuss and approve recommendations from Personnel Committee in consideration of staff appraisal conclusions and any subsequent salary agreements.
- 14.2** Social Media Communications – to discuss and agree Personnel Committee recommendations

15.0 SPC COMMUNITY AWARDS {15 mins} (See supporting papers).

- 15.1** To consider and agree upon the recipients of this year’s SPC Community Awards - to be given out at the Chairman’s Function

16.0 DATE OF NEXT PARISH COUNCIL MEETING: 20th JANUARY 2024 at 7.30pm

John Fullbrook,
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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