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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 20th JANUARY 2025 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 {6 mins}**
 - 4.1** To agree the minutes of the Full Council Meetings held on the 18th of November 2024 and 17th December 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/24/66.19** Clerk to receive contact details to enable discussions concerning disabled facility projects – **Actioned**
 - 5.2 FULL/24/66.2** Clerk to distribute parking permit promotional leaflets – **Actioned**
 - 5.3 FULL/24/68.2** SPC Code of conduct hearings to take place on the 2nd December – **See item 9.1**
 - 5.4 FULL/24/69.1** Neighbourhood Plan Committee new terms of reference agreed and published – **Actioned**
 - 5.5 FULL/24/69.1** Squires invoice as per supporting papers, to be paid – **Actioned**
 - 5.6 FULL/24/69.1** Clerk to appoint Squires Planning as N. Plan consultants – **Actioned**
 - 5.7 FULL/24/69.1** Clerk to appoint Design Code consultants – **Actioned**
 - 5.8 FULL/24/69.1** Clerk to complete an application to Locality Grant Funding to help cover N. Plan costs – **Actioned**
 - 5.9 FULL/24/69.1** Steering Committee membership and chairmanship published – **Actioned**
 - 5.10 FULL/24/69.1** N. Plan Steering Committee to advertise for and select resident volunteers for their group – **See item 10.1**
 - 5.11 FULL/24/69.2** Clerk to amend SPC Action Plan and take to F&GP for approval – **Actioned**
 - 5.12 FULL/24/69.3** Clerk to amend SPC Standing orders as per agreed and then republish – **Actioned**
 - 5.13 FULL/24/69.4** Clerk to amend SPC Scheme of Delegation as per agreed and then republish – **Actioned**
 - 5.14 FULL/24/69.5** Clerk to implement pay award and deal with associated back pay - **Actioned**
 - 5.15 FULL/24/71.3** Climate Action Group to have its own page/ site on the SPC Website – **Actioned**
 - 5.16 FULL/24/72.1** Joint Cemetery Committee to convene on the 2nd Dec 24 - **See item 11.3**
 - 5.17 FULL/24/74.1** Deputy Clerk to receive pay award subject to successful probationary period appraisal – **Actioned**
 - 5.18 FULL/24/74.1** Clerk to receive incremental pay rise subject to successful appraisal process - **Actioned**
 - 5.19 FULL/24/74.1** SPC staff to receive appropriate annual pay rises subject to procedures being completed – **Actioned**
 - 5.20 FULL/24/68.2** Clerk to convene an SPC Full Council extraordinary meeting – **Actioned**



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- 5.21 **FULL/24/74.2** SPC continue to monitor social media postings from members of the public – **See item 13.4**
- 5.22 **FULL/24/75.1** Clerk to coordinate SPC Community Awards for Annual Chairmans Function - **Actioned**
- 5.23 **FULL/24/71.2** SPC to lobby for half hourly Bus Service – **See item 10.2**
- 5.24 **FULL/24/80.1** Clerk to receive members remote meeting consultation information and collate & submit – **Actioned**
- 5.25 **FULL/24/80.2** Clerk to arrange for N. Plan Committee resident members to be selected in January – **See item 10.1**
- 5.26 **FULL/24/80.4** SPC received notification concerning 2023/24 External Audit completion – **See item 9.6**
- 6.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}**
- 6.1 Cllr Victoria Finnegan – (HDC) update
- 6.2 Cllr Nicholas Marks – (HDC) update
- 7.0 NEIGHBOURHOOD WARDENS REPORT {10 mins} (See supporting papers).**
- 7.1 To receive the Neighbourhood Wardens reports for November and December 2024
- 8.0 FINANCE MATTERS {15 mins} (See supporting papers).**
- 8.1 To agree the Steyning Parish Council 2025/2026 Budget and associated Precept request to HDC for 2025/2026, plus the Band D tax figure (Parish Council part only) for the Steyning Parish.
- 9.0 GOVERNANCE {40 mins}, (See supporting papers)**
- 9.1 Chairmans Statement concerning the recent HDC Standards Committee ‘Hearings’ into recent SPC Code of Conduct submissions, and the likely conclusion of this matter.
- 9.2 To receive recommendations from the HDC Standards Committee in consideration of nine code of conduct complaint determinations, and to discuss and agree the SPC’s potential adoption of ‘sanctions’ based upon their investigations and findings.
- 9.3 To receive an update in consideration of the recent government white paper on ‘devolution’ and this Councils preparedness for any future changes to local government governance in Sussex, in so far as it would likely affect next year’s SPC Business Plan, and proposed projects, and therefore agree any actions necessary.
- 9.4 To discuss and agree the draft Joint Parishes Youth Service MOU.
- 9.5 To discuss and agree the new draft Neighbourhood Wardens MOU.
- 9.6 To receive notification of the External Audit Report and Certificate for the year 2023/24, and agree publication, plus payment of associated invoice.
- 9.7 To discuss and agree SPC’s response to the Government Consultation: ‘*Strengthening The Standards and Conduct Framework For Local Authorities in England*’
- 9.8 To discuss the theme of this year’s SPC March Annual Parish Meeting – Councillors to bring their ideas please
- 10.0 COMMUNITY MATTERS {20 mins}, (See supporting papers)**
- 10.1 Update from Cllr Bell from the SPC Neighbourhood Plan Steering Committee and agree any actions.
- 10.2 Update from the Climate Action Group and SPC to consider motions as per detailed within supporting papers.
- 11.0 REPORTS FROM OUTSIDE BODIES {8 mins}, (See supporting papers)**
- 11.1 Cllrs Young, Hanson and M. Alexander – Isolation and Loneliness / PPG update
- 11.2 Cllr Norcross – HALC / WSALC updates following recent meetings
- 11.3 Cllrs I Alexander and Linfield – Joint Parishes Cemetery Committee update following recent meeting
- 12.0 PROGRESS REPORT - ONGOING ITEMS {1 min}**
- To receive the following ongoing items – these will be taken to next Full Council meeting, with no discussion necessary**
- 12.1 Chair to bring back further information concerning making Steyning a ‘Dementia Friendly Town’
- 12.2 Youth service team to make future presentation to SPC Full Council
- 12.3 Cricket club Lease agreement to be discussed at F&GP Committee
- 13.0 CORRESPONDENCE AND INFORMATION ITEMS {10 mins}**
- 13.1 Town Clock / Clock Tower statement from Cllr Sharp, and to consider any necessary actions.
- 13.2 ‘Water Neutrality’ update from HDC’s planning department.
- 13.3 HDC - Waste Prevention Community Grant Fund.
- 13.4 Social media postings – statement from the Chairman

14.0 DATE OF NEXT PARISH COUNCIL MEETING: 17th FEBRUARY 2025 at 7.30pm

**John Fullbrook,
Clerk to the Council**