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Date published 11th June 2025

**TO ALL MEMBERS OF STEYPNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 16th JUNE 2025 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 {2 minutes}** - 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 Meeting held on the 19th of May 2025 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/24/119.1** Working Practices Group to convene to discuss policy amendments – **Actioned**
 - 5.2 FULL/24/116.2** Clerk to distribute Walking and Cycling Plan and Cllrs to feedback – **Actioned / See item 9.3**
 - 5.3 FULL/24/122.4** Clerk to attend Asset transference webinars and look to begin Business Plan – **Actioned / see item 8.2**
 - 5.4 FULL/24/122.7** Clerk to write to HDC to ensure their Steypning orientated Assets List could be delivered ASAP – **Actioned**
 - 5.5 FULL/25/01.1** Declaration of Office forms signed and filed for Chair and Vice Chair – **Actioned**
 - 5.6 FULL/25/08.1** Clerks office to update and distribute Committee and Group membership listings for 2025/26 – **Actioned**
 - 5.7 FULL/25/10.1** Standing Orders, Financial Regs. Finance Risk Assessment policy Docs amended & published – **Actioned**
 - 5.8 FULL/25/11.1** 20 SPC readopted SPC Policies, dates to be changed and published on SPC website – **Actioned**
 - 5.9 FULL/25/13.1** Clerk to subscribe to HALC/NALC/WSALC/SLCC & Open Spaces Society for the next year – **Actioned**
 - 5.10 FULL/25/14.1** Insurance Cover noted to 31st August – Clerk to begin Schedule review for next year – **Actioned**
 - 5.11 FULL/25/14.3** Asset Register to be published, and review begun for the next municipal year – **Actioned**
 - 5.12 FULL/25/14.4** SPC's General Power of competence renewal noted on SPC Website – **Actioned**
 - 5.13 FULL/25/14.5** Progress report and Matters arising to be brought back for this agenda – **Actioned**
 - 5.14 FULL/25/15.1** The readopted Land Register to be published on the SPC Website – **Actioned**
 - 5.15 FULL/25/16.1** Councillor sanction period extended – **Actioned**
 - 5.16 FULL/25/16.1** AGAR and associated notes to be sent to External Auditor – **Actioned**
 - 5.17 FULL/25/16.3** Notice of public rights plus AGAR details to be displayed on Notice boards and SPC Website – **Actioned**
 - 5.18 FULL/25/16.4** Neighbourhood Plan Steering Com. Members to be informed of SPC approval of statement of intent, and for recommendation to be taken back to F&GP as a project priority – **Actioned**



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Deputy Clerk: Leanne Poole

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- 6.0 NEIGHBOURHOOD WARDENS REPORT {5 mins} (See supporting papers).**
- 6.1** To receive the Neighbourhood Wardens reports for April and May 2025, and discuss staffing update
- 7.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}**
- 7.1** Cllr Victoria Finnegan – (HDC) update
- 7.2** Cllr Nicholas Marks – (HDC) update
- 8.0 GOVERNANCE {45 mins}, (See supporting papers)**
- 8.1** The Council continues to seek resolution regarding an ongoing Code of Conduct Issue. However, Cllr Campbell has now threatened a Judicial Review against SPC on the grounds of what he believes to be an improper process and procedure when SPC agreed to extend his sanctions.
- 8.2** SPC Devolution Process update, including receipt of an Asset List from HDC, & Asset Transference procedures.
- 8.3** To discuss and agree an amendment to the SPC Document Retention and Disposals Policy
- 8.4** To readopt the following SPC policies:- SPC Privacy Notice; The SPC Email Policy and the SPC Publication Scheme
- 9.0 REPORTS FROM OUTSIDE BODIES {20 mins}, (See supporting papers)**
- 9.1** Cllrs Young and Hanson – Isolation and Loneliness / PPG update
- 9.2** Cllr Foxwell - Ukrainian Refuge update
- 9.3** Cllr Johnson - Climate Action Group – reminder to Cllrs for feedback regarding Walking and Cycling Plan.
- 10.0 NEIGHBOURHOOD PLAN REVIEW {15 mins}, (See supporting papers)**
- 10.1** Update from Cllr Bell with regards to progress being made by the Neighbourhood Plan Steering Committee, and agree any actions
- 11.0 PROGRESS REPORT - ONGOING ITEMS {0 mins}**
To receive the following ongoing items – these will be taken to next Full Council meeting, with no discussion necessary
- 11.1** Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
- 11.2** Youth service team to make future presentation to SPC Full Council
- 11.3** Potential High St. Wi-Fi masts adoption to be explored by Cllr Finnegan and Clerk
- 11.4** Alternative Play Area inspection service provision to be sought
- 11.5** Cllr Campbell to provide an apology to Council and Clerk
- 11.6** Cllrs to provide personal head and shoulders photos to the Clerk's office for inclusion on the SPC Web Site
- 11.7** SPC to support the main two priorities of the LWCP – Pedestrian crossing at Castle Lane, and White Bridge cycle route
- 11.8** Clerk to take 3 LWCP actions to Community Committee {Bike Racks, Twitten Scheme & Convex mirror install}
- 11.9** Clerk to initiate 'Open' discussions on Devolution with other Parishes subsequent to HDC Asset List receipt
- 11.10** Clerk to move SPC towards Town Council status and bring back to Full Council
- 11.11** Clerk to inform all outside bodies about new SPC Cllr representation
- 11.12** Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period
- 12.0 CORRESPONDENCE AND INFORMATION ITEMS {1 mins}**
- 12.1** None at time of publication
- 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 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.**
- 14.0 GOVERNANCE MATTERS – {5 mins}**
- 14.1** To approve payment of invoice following Ill Health Retirement agreement and notification of receipt of monies from the Ill Health insurance company to cover this expenditure.
- 15.0 DATE OF NEXT FULL COUNCIL MEETING: 21st JULY 2025 at 7.30pm**

John Fullbrook
Clerk to the Council



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