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STEYNING ANNUAL PARISH COUNCIL MEETING

HELD ON MONDAY 19th MAY 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Linfield, Trundle, Hanson, Bell, Johnson, Foxwell, M Alexander, I Alexander, Lloyd, S Alexander and Ballance.
Clerk in attendance : John Fullbrook
Members of the Public : **3**
Meeting commenced : **7.30 pm**

MINUTES

		ACTION
FULL/25/01	**ELECTION OF SPC CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26**	
1.1	Cllr Young **nominated and proposed, seconded** by Cllr M Alexander that Cllr Norcross be elected the SPC Chairman for the 2025/26 municipal year. **Agreed**	**CLERK**
FULL/25/02	**ELECTION OF SPC VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26**	
2.1	Cllr Norcross **nominated and proposed, seconded** by Cllr Young that Cllr Bell be elected Vice Chairman of the Council for the 2025/26 municipal year. **Agreed.**	
FULL/25/03	**APOLOGIES FOR ABSENCE**	
3.1	Apologies received from Cllrs Sharp and Campbell.	
FULL/25/04	**DECLARATIONS OF INTEREST**	
4.1	None	
FULL/25/05	**QUESTIONS FROM THE FLOOR {in summary}**	
5.1	None	
FULL/25/06	**MINUTES OF PREVIOUS MEETING**	
6.1	Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 14th April 2025 be accepted as a true and fair record. **Agreed. 11 For, 2 Abstained**	
FULL/25/07	**MATTERS ARISING – These items were taken as read**	
7.1	Clerk's office to complete payment of Town Clock renewal invoice **– Actioned**	
7.2	Police antisocial behaviour community consultation responses from individual Cllrs **– Actioned**	
7.3	JPYC documents to be published and safeguarding initiatives rolled out to staff **– Actioned**	
7.4	Cllrs to complete representation forms and return to Clerks office - **Actioned**	
7.5	Bin emptying service undertaken by HDC at the MPF, to be normalised after disruption **- Actioned**	
FULL/25/08	**REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS**	**CLERK**
08.1	The Clerk had collected committee membership preferences from Councillors prior to the meeting, and if required there was a voting process, which was explained by the SPC Chair.	

08.2 **Community Committee**
The Chair confirmed that there were 9 candidates for the 9 positions available.
Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Linfield, I. Alexander, Sharp and Johnson are duly elected as the members of the Community Committee. **Agreed**
Position of Chairman of this committee. Cllr Norcross nominated Cllr I Alexander.
Cllr Norcross **proposed, seconded** by Cllr Bell that Cllr I Alexander serves as Community Committee Chair. **Agreed**

08.3 **Planning & Premises Committee**
The Clerk confirmed that there were 6 candidates for the 8 positions available.
Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllrs Trundle, Hanson, M. Alexander, Foxwell, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. **Agreed**
Position of Chairman of this committee. Cllr Norcross nominated Cllr Trundle.
Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllr Trundle serves as Planning and Premises Committee Chair. **Agreed**

08.4 **Finance and General Purposes Committee {F&GP}**
The Chair confirmed that there were 9 councillors for the 9 positions available, 3 being ex officio. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Johnson, Sharp, Bell, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. **Agreed**
Position of Chairman of this committee. Cllrs Norcross nominated Cllr Sharp.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Sharp serve as Chair of the Finance and General Purposes Committee. **Agreed**

08.5 **Personnel Committee**
The Chair confirmed that 8 councillors had expressed an interest in the 7 places available.
A vote was undertaken, and the meeting was suspended whilst a count of ballot papers was completed. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Norcross, Linfield, Lloyd, Hanson, M. Alexander, Bell and Young are duly elected as the members of the Personnel Committee. **Agreed**
Position of Chairman of this committee. Cllr Young was nominated by Cllr Norcross.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Young serve as Chair of the Personnel Committee. **Agreed**

08.6 **Neighbourhood Plan Steering Committee**
There were 8 councillors for the 8 positions available.
Cllr Norcross **proposed, seconded** by Cllr Bell that Cllrs Linfield, Bell, S. Alexander, Trundle, Sharp, Hanson, Ballance, and M. Alexander are duly elected as the members of the Neighbourhood Plan Steering Committee. **Agreed**
Position of Chairman of this committee. Cllrs Norcross nominated Cllr Bell.
Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr Bell serve as Chair of the Neighbourhood Plan Steering Committee. **Agreed**

FULL/25/09 **REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL** **CLERK**
09.1 **FOI Panel Membership** – **5** Councillors had expressed an interest in **5** positions.
Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Norcross, Hanson, Sharp M Alexander and S Alexander are duly elected as the members of the FOI Panel. **Agreed**

09.2 **Working Practices Group - 5** Councillors had expressed an interest in **5** positions. Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs S Alexander, Norcross, Hanson, M Alexander and Ballance are duly elected as the members of the Working Practices group. **Agreed**

09.3 **Climate Action Group - 1** Councillor had expressed an interest in the **3** positions available. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllr Johnson is duly elected as the representative member of the Climate Action Group. **Agreed**

09.4 **Community Engagement Committee - 7** Councillors had expressed an interest in **7** positions. Cllr Norcross **proposed, seconded** by Cllr Linfield that Cllrs I Alexander, Young, Trundle, Ballance, Linfield, Sharp and S Alexander are duly elected as the members of the Community Engagement Committee. **Agreed**

FULL/25/10 ADOPTIONS OF SPC STANDING ORDERS, FINANCIAL REGULATIONS, & FINANCIAL RISK ASSESSMENT. To agree amendments as per recommended by the Working Practices Group. Working Practices was convened on the 29th April, as there was a need to update three SPC policies due to new policy guidance from NALC. **CLERK**

10.1 **Adoption of the SPC Standing Orders.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that the 'Vice Chair non-voting' amendment plus all the finance-related amendments highlighted in supporting papers and in accordance with the new framework of finance regulations, within the *SPC Standing Orders*, as per recommended by Working Practices are adopted. **Agreed**

10.2 **Adoption of the SPC Financial Regulations.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that as per working practices recommendation to Full Council the new *'Model Finance Regulations for Local Councils'* {produced March 2025} from NALC with agreed amendments, as per supporting papers, are adopted. **Agreed**

10.3 **Adoption of the SPC Financial Risk Assessment.** Cllr Norcross, **proposed, seconded** by Cllr S Alexander that as per recommended by Working Practices, that the amended *SPC Financial Risk Assessment* is adopted. **Agreed**

FULL/25/11 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES **CLERK**

11.1 There were 20 policies to be considered within this item. The Chair noted that none of the policies had been, nor needed necessarily to be, amended since last year's adoption. The Chair therefore suggested the policies be agreed en bloc. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC adopt the following policies: the Data protection policy; the Data Breach Notification; the Subject Access Request Policy; the CCTV Policy and Code of Practice; the SPC Freedom of Information & Environmental Information Regulations Requests Policy; the SPC Dignity at Work / Bullying and Harassment Policy; the SPC Communications Protocol; the SPC Complaints Procedure; the SPC Social Media Policy; the SPC Unacceptable Behaviour Policy; the SPC Overarching Protocol for Councillors Conduct; the SPC Health and Safety Policy; the SPC Staff Grievance Policy; the SPC Staff Discipline Policy; the SPC Equality Policy; the SPC Civility and Respect Policy; the SPC Scheme of Delegation; the SPC Code of Conduct; the SPC Dispensation Scheme; and the SPC Grant Awarding Policy. **Agreed**

FULL/25/12 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES- 2025/26 **CLERK**

12.1 **South Downs National Park (SDNP) – One rep.**
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Lloyd be voted in as SPC representative to the SDNP. **Agreed**

12.2 **Joint Parishes Youth Committee (JPYC) – Two reps.** The Chair confirmed there were two Cllrs interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Linfield and S Alexander be voted in as the SPC representatives to the JPYC. **Agreed.**

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12.3 **HALC / WSALC / NALC - Two reps**. – Two Cllrs were interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Norcross and Lloyd represent SPC at HALC, NALC and WSALC. **Agreed**

12.4 **Joint Parishes Cemetery Committee (JPCC) – Two reps**. Cllr Norcross **proposed, seconded** by Cllr M. Alexander that Cllrs Ian Alexander and Linfield be the two representatives on the JPCC. **Agreed**

12.5 **Isolation & Loneliness – One rep.** Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllr Young be *Isolation and Loneliness* representative for SPC. **Agreed.**

12.6 **Tree Warden for Steyning Parish Council**. Simon Zec had kindly agreed to act as SPC Tree Warden once again. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Simon Zec continue as SPC Tree Warden. **Agreed**

12.7 **Neighbourhood Wardens Steering Committee – Two reps.** The Chair confirmed there were two Cllrs who wanted to represent the Council. Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs S. Alexander and I. Alexander be the two representatives on the Neighbourhood Wardens Steering Committee. **Agreed**

12.8 **Steyning Ukrainian Charity Committee – One Rep**. Cllr Norcross **proposed, seconded** by Cllr M. Alexander that Cllr Foxwell be the representative on the Steyning Ukrainian Charity Committee. **Agreed**

12.9 **PPG representatives – Two reps.** The Chair confirmed there were two Cllrs interested in the positions available. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllr Young and Hanson be PPG representatives for SPC. **Agreed.**

FULL/25/13 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES **CLERK**

13.1 West Sussex Association of Local Councils and the National Association of Local Councils. Cllr Norcross **proposed, seconded** by Cllr M. Alexander that SPC approve the subscription to the West Sussex Association of Local Councils and the National Association of Local Councils. **Agreed**

13.2 **Horsham Association of Local Councils.** Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC approve the subscription to the Horsham Association of Local Councils. **Agreed**

13.3 **Society of Local Council Clerks.** Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC approve the subscription to the Society of Local Council Clerks. **Agreed**

13.4 **Open Spaces Society**. Cllr Norcross **proposed, seconded** by Cllr Trundle that SPC approve the subscription to the Open Spaces Society. **Agreed**

FULL/25/14 NOTIFICATIONS AND REAFFIRMATION OF SPC GENERAL POWER OF COMPETENCE

14.1 **Steyning Parish Council Insurance Cover. -** To note that the current Council's insurance policy cover expires on the 31st August 2025. This year the policy schedule details will be subject to change as there are additions of assets and potentially some being transferred elsewhere. **CLERK**

14.2 **SPC Meeting Schedule -** This had been agreed at the February 17th 2025 Full Council Meeting

14.3 **SPC Asset Register** - The Clerk confirmed the current SPC Asset Register was agreed until 31st August 2025. **CLERK**

14.4 **Members to agree reaffirmation of SPC's General Power of Competence** – The clerk explained that each year there was a need to ensure members understood that the criteria **CLERK**

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allowing reaffirmation was met, and also via supporting papers what it meant for the Council to hold this power. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC meets the criteria for the 'General Power of Competence' and reaffirms it will use it if the need arises. **Agreed**

14.5 **Progress Report & Matters Arising items. -** These items not discussed from the 14th of April 2025 meeting are to be taken to the June Full Council. **CLERK**

FULL/25/15 **SPC LAND REGISTER LIST APPROVAL** **CLERK**

15.1 The Clerk presented an unchanged SPC Land Register document for reapproval for this financial year. Cllr Norcross **proposed, seconded** by Cllr Linfield that SPC agrees the Land Register as per the document received via supporting papers. **Agreed**

FULL/25/16 **FINANCE AND GOVERNANCE MATTERS**

To receive recommendations from the SPC Personnel Committee in consideration of achieving a positive resolution to an SPC Councillors outstanding code of conduct sanctions **CLERK**

16.1.1 SPC Personnel committee met on May 15th to discuss the progress of Cllr Campbell's compliance with the sanctions recommended by the Independent Officer on 13th January 2025 and adopted by SPC on January 20th 2025 for a period of 4 months.
It was noted that Cllr Campbell had publicly stated on Monday 17th February's Full SPC meeting that he refused to acknowledge he had displayed the bullying and intimidating behaviour perceived by others and, therefore, had nothing to apologise for (sanction 1).
After much discussion the committee unanimously felt that this indicated that Cllr Campbell's behaviour was unlikely to change to achieve a collaborative and constructive working relationship. This observation is also based on Cllr Campbell's modus operandi over many years.
It was also noted that during the previous 4 months of sanctions on Cllr Campbell that the work of all aspects of the Council had progressed efficiently, productively and co-operatively, and members wished this to be able to continue.
Therefore, the Personnel Committee resolved to recommend two motions to full Council, to enable the sanctions on Cllr Campbell to be extended due to sanction 1 not being accepted or complied with.

16.1.2 Cllr Young **proposed, seconded** by Cllr Ballance that the sanctions imposed upon Cllr Campbell {on the 20th January 2025} be extended for a further 16 weeks. **Agreed**

16.1.3 Cllr Young **proposed, seconded** by Cllr Hanson that SPC directs the Personnel Committee to compile an *impact assessment* on the business of the Council during the period of the sanctions. **Agreed**

16.2 **To agree section 1 and 2 of the *SPC Annual Governance and Accountability Return 2024/25*** **CLERK**
Cllr Norcross **proposed, seconded** by Cllr S Alexander that section 1 and 2 of the *SPC Annual Governance and Accountability Return 2024/25* with associated notes be approved and sent to the external auditor having been first signed by the SPC Chair. **Agreed**

16.3 **To agree that the *'Notice of Public Rights'* for the *SPC AGAR Return 2024/25* be published.** **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Young that the *'Notice of Public Rights'* for the *SPC AGAR Return 2024/25* be published as per supporting papers.

16.4 **To receive a recommendation from the Neighbourhood Plan Steering Committee** **CLERK**

16.4.1 At the last public meeting of the Steering Committee on the 1st of May the members discussed the changed circumstances involved in this field of endeavor. The withdrawal of the HDC Local Plan from further examination and consultation, plus the withdrawal of Locality Grant Funding opportunities (from the 1st April 2025) for Neighbourhood Plan compilations and reviews has

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altered the necessity to complete the SPC Neighbourhood Plan review in the previously stated and agreed timescale. As has the speed of the Glebe Farm developers move towards their final *reserved matters* planning submission document.
The proposed commitment to a two-stage review will likely cost in the region of £34K and it was acknowledged that F&GP Committee would need to determine in its July meeting the final strategy and project priority for 2025/26 (inc to June '26).

16.4.2 There follows the Neighbourhood Plan Steering Committee's statement of intent:

> *Cllr Richard Bell* ***proposed, seconded*** *by Paul Cotton that the Steering Committee recommends to Full Council that due to a change in circumstances, the Neighbourhood Plan Steering Committee review of the existing plan should now include all elements not yet included {such as the determination of a Housing Allocation or likely infrastructure development}. However that this is undertaken as a two-stage review, the first stage review being as per the original plan {to review and update existing text and to include design codes} and to then take this to public consultation. The second stage should continue alongside this with the Steering Committee engaging in a fully inclusive review.* ***Agreed***

16.4.3 Cllr Bell **proposed, seconded** by Cllr M Alexander that SPC approves the statement of intent from the Steering Committee, which had recommended a two stage review, subject to this being an agreed priority of the F&GP Committee. **Agreed**

FULL/25/17 CORRESPONDENCE AND INFORMATION ITEMS

17.1 None

FULL/25/18 DATE OF THE ANNUAL PARISH COUNCIL MEETING: 16th June 2025 at 7.30pm

Meeting closed at 8.40 pm

Signed by the Chairman ………………………………………… Date 16th June 2025

A recording of this meeting is available at - https://youtu.be/ZYULsTfXlpc