The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 21st FEBRUARY 2022 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Young, I. Alexander, Northam, Rudkin, Sullivan Goldsmith, Parsons, S. Alexander, Bell and Campbell.

Clerks in attendance : John Fullbrook

Members of the Public : **17** {including District Cllr Bob Platt and WSCC Cllr Paul Linehan}

Meeting commenced **7.30 pm**

DRAFT MINUTES

ACTION

FULL/21/89 **APOLOGIES FOR ABSENCE**

89.1 Apologies were received from Cllrs Lloyd and Trundle.

FULL/21/90 **DECLARATIONS OF INTEREST**

90.1 None received

FULL/21/91 **QUESTIONS FROM THE FLOOR (in Summary)**

91.1.1 **Q -** *Helen Sweet – I voluntarily pick up litter on the Steyning Bypass – and recently I've noticed whomever is renewing the large Road Signs* is throwing the old, rusted metal poles into the verges.

91.1.2 ***A – The Clerk responded this was not a Parish matter but was the responsibility of the West Sussex County Council. Cllr Norcross*** **added that perhaps with a WSCC Councillor in attendance we could ask him if he wouldn't mind responding**

91.1.3 ***A –*** **Cllr Linehan responded he didn't know but would find out and contact Helen directly.**

FULL/21/92 **MINUTES OF PREVIOUS MEETINGS**

92.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the 17th January 2022 draft minutes be accepted as a true and fair record. **Agreed**

FULL/21/93 **MATTERS ARISING -** These were taken as read

93.1 Clerk to complete application for 2022/23 Precept to Horsham for SPC **-Actioned**

93.2 Youth Service MOU to be signed by all Parishes and sent to service provider -**Actioned**

93.3 SPC Grants Awarding policy amended and put on Web Site after Council approval -**Actioned**

93.4 Cllr Campbell's rebuttal statement placed on SPC web site and to also include Personnel Committee's counter arguments - **Actioned**

93.5 SPC approved committee calendar placed on Web Site **- Actioned**

93.6 Amended SPC Finance Regulation document placed on Web Site **- Actioned**

93.7 Chairman's function and Annual Parish Meeting to be discussed again at next meeting **- See item 99.1**

FULL/21/94 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

94.1 Cllr Bob Platt – (HDC) updated in summary as follows

- Water neutrality issue will continue to hold up the Local Plan - It seems it could therefore take several months before passing 'Regulation 19' is now to be achieved
- HDC can also therefore currently not process planning applications that involve high levels of water consumption.
- The Leader of the Council, Paul Clark has stepped down. A new Cabinet has been appointed with new positions including a post covering environment issues.
- There have been three By-elections
- The new Chief Executive is Jane Eaton
- HDC Budget for the next financial year agreed – with a 2.9% rise in council tax
- Rate relief scheme has been maintained

94.2 Cllr Paul Linehan – (WSCC) update in summary

- WSCC Budget yet to be finalised – meeting to be next week.
- Council tax probably to be raised in line with Government guidelines – 1.99%, with an additional 1% for adult social care precept
- Net revenue expenditure proposed to be £648Million – a rise of £23.5Million
- No cuts to any services proposed
- CLC's have been abandoned – Traffic Regulation Orders under £3K will go direct to cabinet members for decisions – these to be dealt with within a 6-month period
- 14th March from 7 to 8pm at County Hall, there is a chance to meet and chat with County Councillors and the Leader of WSCC
- Responding to questions raised – Cllr Linehan will check on Bus subsidies and the manning of the front desk at the Steyning Police Station and that further enquiries will be made re the suitability of the Cuthman Centre for Youth Club Sessions. **Cllr Linehan**

FULL/21/95 NEIGHBOURHOOD WARDENS' REPORT

95.1 To receive the Neighbourhood Wardens report for January 2022. – There were no questions raised.

FULL/21/96 FINANCIAL MATTERS

96.1 **A request from the Steyning in Bloom group for an increased donation for the year 2021/22, to counteract the shortfall in their funds due to Covid.** Via supporting papers and in response to questions raised, the Clerk explained why, though the years financial commitment to Steyning in Bloom had been concluded, there were still funds available that could facilitate this special request. Cllr Norcross **proposed, seconded** by Cllr Goldsmith that SPC make a donation of £2,600 to the Steyning in Bloom group this financial year. **Agreed** **CLERK**

96.2 **To agree the contractor to undertake the water service improvement works at the Rublees allotments**. Council discussed the facets involved with each quote, and the lead in dates towards completing the works and service provision, as well as a suggestion to gain further information relating to the companies involved to ensure they had a good track record. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accepts the contractor 3 quote {as per supporting papers}, subject to due diligence being entertained and presented back to Council so that members are confident that this contractor is able to do the work **Agreed, 7 For (JN,CY,RP,DH,SA,RB,IA}, 4 Against {PC,TR,RG,GS}, 1 Abstained {SN}** **CLERK**

FULL/21/97 **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**

97.1 Cllr Trundle and Cllr Lloyd – (HALC/ WSALC/NALC) – Neither Cllr present

97.2.1 Cllrs Young and Bell – Isolation and loneliness / PPG – Cllr Bell advised the PPG had met on the 9th Feb via zoom and agreed a revised constitution and discussed at length a 'Raspberry Pi' project which enables an information feed to various outlets where the appropriate monitor has been installed. The Clerk advised one location might be the Steyning Centre and that this would be discussed at the next Premises Committee.

97.2.2 Cllr Young advised the Horsham Old Peoples forum had some meetings coming up and that residents should view their web site for details; 1st March in person or via zoom, and on the 1st of April MP Andrew Griffiths would be in attendance – details via web site. The Steyning Health Centre continues to offer Covid Vaccinations to those eligible on Tuesday afternoons, but booking is required. The Sussex Health Care partnership have been looking at working more closely working with families who might consider the vaccination of their 5- to 11-year-old children and there is a link on their web site to a consultation questionnaire. **CLERK**

97.3 Wardens Steering Committee - Cllr S. Alexander updated that the 16th February meeting was inquorate, so another meeting was planned for 17th March at 3pm. **CLERK**

97.4 Cllr Northam and Norcross – Joint Parishes Cemetery Committee – A meeting took place on the 19th January, with the main points being that the option for prebooking a space in the cemetery was to remain suspended while plots were so limited. It was also a main task for the JPCC Clerk to continue to find options on extending the boundaries via land acquisition. The Standing orders were amended including a reduction in the number of annual meetings to not less than two with an option to increase this if necessary to do so. Fees were reviewed with some increases. A Defra consultation document was discussed but with little time to respond and the JPCC Clerk was asked to write to MP Andrew Griffiths on this matter, due to possible changes in space allocation for each burial and what this meant in terms of further loss of burial capacity.

97.5 Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – No meeting planned, but there is a meeting that Cllr S. Alexander is attending soon regarding sustainable transport with the Steyning Grammar School. **Cllr Alexander**

97.6 Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting has been held.

97.7 Cllr Norcross and S. Alexander – Updated on the Joint Parishes Youth Committee – The search is still on to find a permanent home for the Youth Club Service, and this will be discussed at greater length at the next Full Council Meeting. **CLERK**

97.8 Cllr I. Alexander – Steyning Society – Nothing to report

FULL/21/98 **NEIGHBOURHOOD PLAN**

98.1 **To reconvene the Neighbourhood Plan Steering Committee in preparation for the receipt of the Examiners recommendation.** It was agreed there would not need to be a motion but simply to reconvene the existing Steering Committee when necessary to do so. **CLERK**

98.2 **Neighbourhood Plan Steering Committee Terms of Reference.** Council viewed the proposed amendments as per supporting papers and decided to change the wording from '*has been*' to *'is'* within paragraph 2e**.** Cllr Norcross **proposed, seconded by** Cllr S. Alexander that SPC agree the Steyning Neighbourhood Plan Committee Terms of reference as per supporting papers and the amendment just discussed. **Agreed** **CLERK**

FULL/21/99	**GOVERNANCE MATTERS**	
99.1	**Annual Parish Meeting and Chairman's function format.** The Clerk stated that the Chair of the Business Chamber / Chair of Steyning and District Partnership was due to give a short speech outlining the current and future plans at the Annual Parish Meeting next month, and that also the local PCSO's were invited to give an update on their work concerning antisocial behaviour. It was thought that Community Awards could be distributed at this meeting. Cllr Norcross reminded all Chairmen to send on reports to her for this meeting. The proposed Chairman's function could take place in July. And there was a call for the Awards to be presented at this function instead. The Clerk was tasked with considering room availability on Monday to Wednesday nights from the first two weeks in July onwards.	**CLERK**
99.2	**To receive the External Auditors 'End of Year Report' and the SPC 'Notification of End of Year' documents**. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC receives the {External Auditors} End of Year report for 2019/20. **Agreed**	**CLERK**
99.3	**SDNP 'Landscape review'.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC delegates Community Committee to have authority to consolidate any comments and make a response. **Agreed, 9 For{IA,RP,DH,CY,SN,JN,SA,RB,RG}, 2 Against{PC,TR}, 1 Abstain{GS}.**	**CLERK**
99.4	**SDNP 'Self Build and Custom Housing register'.** Cllr Norcross **proposed, seconded** by Cllr I. Alexander that SPC delegates Premises and Planning Committee to have authority to consolidate any comments with these comments needed by next Monday {28th February}, and that they then make a response. **Agreed.**	**D. Clerk**
99.5	**HDC's model Code of Conduct to be adopted by SPC as per recommendation from the Working Practices Committee as per supporting papers.** There were a number of additional amendments proposed. **1.** Cllr Campbell **proposed, seconded by** Cllr Hanson the following amendment to paragraph 9 in the Appendix B. *'Where the matter ~~(referred to in paragraph 8 above)~~ affects the financial interest or well-being of a person or body referred to in paragraph 8 above:* **Agreed** **2.** Cllr Campbell **proposed, seconded** by Cllr Northam that the word otherwise be removed from Paragraph 9 in the Appendix B. **Agreed** **3.** Cllr Northam **proposed, seconded** by Cllr Young in paragraph 4 iv 3 to read ' ~~I have consulted~~ made in consultation with either the Clerk in the first instance and or the Monitoring Officer prior to its release. **Agreed** **4.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander to include the words *'or Parish'* in paragraph 9a. **Agreed**	**CLERK**
	Cllr Norcross **proposed, seconded** by Cllr S. Alexander to adopt the Code of Conduct policy {as per supporting papers and including amendments above}. **Agreed 5For {JN,SA,IA,SN,CY}, 4Against {PC,RG,TR,GS}, 3 Abstained {RP,DH,RB}**	**CLERK**
	NB. On Page 5 there is reference to '*in line with Local Authorities Councillor-Officer protocol'* Clerk to investigate if another policy is required	**CLERK**
99.6.1	**SPC Standing Orders.** There were a number of amendments that had been recommended by the Working Practices group. Cllr Campbell suggested that each amendment was taken in turn and agreed separately. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to amend standing order 2e to include the words *'in respect of the business on the agenda'*. **Not Agreed 4 For{JN,CY,SA,IA}, 8 Against{GS,SN,RG,RB,DH,RP,PC,TR}**	**CLERK**

99.6.2 Page 10, 4d as per supporting papers amendments - but also to correctly spell 'quorum'. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accept amendments to standing order 4d {as per supporting papers}. **Agreed 8 For{IA,RP,CY,JN,SN,SA,RB}, 1 Against{RG}, 3 Abstained{GS,PC,TR}**

99.6.3 Page 11, 4div to remove *'(14) days'.* Cllr Norcross **proposed, seconded** by Cllr S. Alexander to remove the words 14 days. **Agreed 7 For{IA,RP,DH,CY,JN,SA,SN} 4 Against{RG,GS,PC,TR}, 1 Abstained{RB}**

99.6.4 Page 14, 8. As per supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander the amendment as it stands on Page 14. **Agreed 8 For {IA,RP,CY,JN,SN,SA,RB} 4 Against{TR,PC,RG,GS}**

99.6.5 Page 24, 19 a to e as per supporting papers, the reason was that it would ensure the Standing Orders were a better fit with the SPC Scheme of Delegation. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to agree the amendments {to page 24, 19a to e as per supporting papers}. **Agreed 8 For {IA,RP,CY,JN,SN,SA,RB} 4 Against{TR,PC,RG,GS}**

Note ***The Chair decided at this point to bring forward Agenda items 14, 15, 16 and 17.***

FULL/21/100 CORRESPONDENCE AND INFORMATION ITEMS

100.1 **CCD Local Transport Plan Consultation.** It was suggested that this item be discussed at Community Committee **CLERK**

100.2 **Huddleston Farm Proposed Solar Farm planning application** to be discussed by SPC Planning Committee on the 28th of February. **D. Clerk**

100.3 **Correspondence from the HDC Standards Department.** Council received a letter from the Standards committee which outlined a suggested solution to the ongoing Code of Conduct issue. The Chair asked for comments and a show of hands for support. Cllr Campbell commented that the proposal '*would be an excellent idea for the future but for the existing complaints I am certainly not going to consent to mine being held back, and I want the ones against me to proceed'* . Cllr Goldsmith said, '*he would make his own representation'*. Everyone else simply stated whether they were for or against the idea. General consensus was that 8 Councillors were in support of the idea {JN,SA,CY,SN,DH,IA,RB,RP} and 4 did not support the idea {PC,RG,GS,TR} **CLERK**

FULL/21/101 CONFIDENTIAL SESSION

101.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander 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 (Agenda) items 16 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain**. Agreed**

FULL/21/102 STAFFING MATTERS

102.1 **To agree a recommendation from Personnel Committee regarding Salary re-grading for Clerk and Deputy Clerk.** Council considered two proposals as per confidential supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale. Also, in accordance with the independent evaluation, the Deputy Clerk's salary is to be paid at the full rate of the salary scale LC2 rather than the current 75% of that scale and that that the Deputy Clerk starts from spinal point 27 on 1st April 2022. **Agreed.** ***8 For {JN, CY, SA, IA, RB, DH, SN, RP}, 4 Against {PC, TR, GS, RG}.*** **CLERK**

102.2	**To agree a recommendation from Personnel Committee to raise the hourly rates for Caretakers and Admin Assistant, to coincide with the mandatory rise to the National Minimum Wage due in April 2022.** Council considered two proposals as per confidential supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the hourly rates increase as per supporting papers proposals, for above the minimum wage levels, for both Steyning Centre Caretakers and Administrative Assistant and to commence this arrangement from the 1st of April 2022. **Agreed. Unanimous**	**CLERK**
Note	***Meeting closed and had run out of time before Agenda items 12, 13 and 17 could be discussed – these taken therefore to next Full Council meeting***	**CLERK**
FULL/21/103	**DATE OF NEXT FULL COUNCIL MEETING: 11th April 2022 at 7.30pm** **DATE OF ANNUAL PARISH MEETING : 21st March 2022 at 7.30pm**	

Meeting Closed at 9.57pm

Signed …………………………………………… Date 11th April 2022
Chairman

A Video recording of this meeting is available on the SPC Website or via this link
https://youtu.be/VfYOYfbuers

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EXTRAORDINARY MEETING OF THE FULL PARISH COUNCIL

HELD ON MONDAY 9th MAY 2022 AT 6.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, S. Alexander, Lloyd, Bell, Young, and Northam.

Clerk in attendance : John Fullbrook
Planning Consultant in attendance : Andrew Metcalf

Members of the Public : **6**
Meeting commenced : **6.35 pm**

DRAFT MINUTES

ACTION

FULL/21/119	**APOLOGIES FOR ABSENCE**	
119.1	Apologies were received from Cllrs Goldsmith, Campbell, Sullivan, Parsons, Trundle and Ian Alexander. Cllr Young due to arrive 5 minutes late. Cllr Rudkin absent.	
FULL/21/120	**DECLARATIONS OF INTEREST**	
120.1	None	
FULL/21/121	**QUESTIONS FROM THE FLOOR (in Summary)**	
121.1.1	**Q -** *Robert Mattinson – The Main proposal on the agenda this evening is to agree the Neighbourhood Plan after the Examiners modifications and yet none of the 7 Councillors who voted for the original plan are here tonight which I think is poor form and poor judgement on their part. I remain frustrated as a Landowner that it has taken 3 years to get to this point, when it was obvious that certain LGS including mine were not going to be included. Regards the Examiners report we were disappointed that at paragraph 7.56 he did not make comments on the sites themselves because we believe he would have failed them on that matter as well as having already ruled them out. The LGS were imposed upon us with no regard for it being my private land (Sweetlands) and with no prior consultation. I hope the Council will put an end to all this tonight. I received a letter from Council during regulation 16 probably written by Cllr Campbell and signed by the Clerk informing me it was council policy to pursue the designation of my land as LGS, and subject to tonight's vote I would like a letter stating that this is no-longer the policy.*	**CLERK / Cllr Norcross**
121.1.2	***A – The Chairman thanked Mr Mattinson for his comments***	
FULL/21/122	**STEYNING PARISH COUNCIL NEIGHBOURHOOD PLAN** **Following recommendations from the SPC Neighbourhood Plan Steering Committee working party, to discuss whether SPC agrees to the Examiners amendments to the SPC Draft N. Plan, or whether it considers further modifications are necessary and what those modifications should therefore entail.**	
Note	***Cllr Young arrived for the start of this debate***	
122.1	Cllr Lloyd stated he thought the Steering Committee had done a fantastic job and he didn't think he could query anything they had agreed (at their meeting on the 4th of May – as per supporting papers), and therefore suggested the report be accepted as it is written. Cllr S. Alexander stated the Examiner being qualified in this matter ought to have his modifications	

agreed. Cllr Hanson agreed with these comments but raised the error within the Cil Money calculations paper. Andrew Metcalf apologised for the error in his supporting paper from some months earlier but prior to the meeting a revised document had been distributed which clarified the matter. Cllr Norcross stated this error did not alter the Steering committee's perspective and recommendation, because its main consideration was that it agreed with the comments and modifications from the Examiner. Cllr Northam stated the Cil money discrepancy would not alter his decision at all. Cllr Bell agreed possibly Cil money revenue may be a factor in the Council's ultimate decision, however with figures merely being revised, the difference between having a plan made or not is still huge and so the argument still remains.

122.2 Cllr Norcross asked Andrew, for the benefit of the public, what would happen if Council did not accept the Examiners revisions. He responded that a likely outcome would be having to withdraw the plan and start again, however there might be a case for discussions with HDC if there were only slight deviations from the modifications proposed, but this would likely trigger a possible need for further consultation.

122.3 The Clerk stated he had asked the Consultant to provide a draft amended Neighbourhood Plan to include all the modifications so that all Councillors were aware of exactly what they were voting on.

122.4 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accepts the modifications as proposed by the Examiners report and gives the Clerk delegated authority to submit the amended plan to HDC {As per supporting papers}. **Agreed {Unanimous}** **CLERK**

FULL/21/123 DATE OF NEXT FULL COUNCIL MEETING: 16th May 2022 at 7.30pm

Meeting Closed at 6.58pm

Signed …………………………………………… Date 16th May 2022
Chairman

A Video recording of this meeting is available on the SPC Website or via this link:
https://youtu.be/8M3t8jEPEms

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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16TH MAY 2022 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Parsons, Lloyd, Hanson, Northam, Sullivan, I. Alexander, Campbell, Trundle, Bell, S. Alexander and Goldsmith.

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : **10**

Meeting commenced **7.32 pm**

DRAFT MINUTES

ACTION

FULL/22/1 **APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Cllrs Young and Rudkin. Cllr Campbell apologised as he would be leaving before the end of the meeting

FULL/22/2 **ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23** **CLERK**

2.1 Cllr Campbell nominated himself, seconded by Cllr Sullivan, and spoke in support of his nomination. Cllr Norcross nominated by Cllr Young, seconded by Cllr S Alexander
(Voting by Ballot slips)
9 votes recorded for Cllr Norcross, 3 votes for Cllr Campbell. The Clerk declared that Cllr Norcross duly elected Chairman of the Council for the 2022/23 municipal year.

FULL/22/3 **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23**

3.1 Cllr Young nominated by Cllr Trundle, Norcross and S. Alexander, seconded by Cllr Lloyd. Cllr Norcross proposed that Cllr Young be elected Vice Chairman of the Council for the 2022/23 municipal year. **Agreed**

FULL/22/4 **DECLARATIONS OF INTEREST**

4.1 None.

FULL/22/5 **MINUTES OF PREVIOUS MEETINGS**

5.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander to defer the minutes of 21st February 2022 until the June Parish Council meeting. **Agreed** 8 for and 4 abstentions. **CLERK**

5.2 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the minutes for the 11th April 2022 meeting be accepted as true and fair record. **Agreed** 9 for and 3 abstentions.

FULL/22/6 **MATTERS ARISING**

6.1 FULL/20/111.2 - Clerk to inform 20's plenty group as to the support for their Bypass speed reduction scheme - **Actioned**

6.2 FULL/20/112.2 - Web site publicity for PPG health centre sign up placed on web site- **Actioned**

6.3 FULL/20/112.3 - Wardens steering group notes from last meeting sent to Cllrs **– Actioned**

6.4 FULL/20/112.5 - Climate Change W. Party membership to increase to 5 & determine rep for greening group **-See item 10.3**

6.5 FULL/20/113.1 - Return Fact-checked Examiners report details to HDC **– Actioned**

6.6 FULL/20/113.2 - Ensure N. Plan consultant completes draft SPC N. Plan to include examiners modification **- Actioned**

6.7 FULL/20/114.1 - Youth Club and Cricket Club informed regarding Youth club starting in Changing rooms **- Actioned**

6.8 FULL/20/115.1 - Hoey Ainscough review process to begin with details to follow**- See item 14.1**

6.9 FULL/20/116.1 - Staff discount policy adopted and enabled **– Actioned**

6.10 FULL/20/118.1 - Staff pay award enabled – **Actioned**

6.11 FULL/20/118.2 - CCTV to be further considered once more at F&GP **- Actioned**

6.12 Cllr Goldsmith asked what was happening following recent vandalism to the Basketball courts. The Clerk said that he had been made aware via the Wardens and had inspected the issue personally and was finding a solution and would report back to Community committee. **CLERK**

FULL/22/7 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS **CLERK**

7.1.1 The Clerk had collected committee membership preferences prior to the meeting.
Community Committee
The Clerk confirmed the 9 councillors who had expressed an interest. Cllr Norcross **proposed, seconded** by Cllr Parsons that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Goldsmith, I. Alexander, Sullivan and Campbell are duly elected as the members of the Community committee. **Agreed**

7.1.2 Position of Chairman of this committee. Cllrs S Alexander, Campbell and Norcross nominated themselves, Cllr S Alexander and Campbell then withdrew their nominations.
Cllr Norcross **proposed, seconded** by Cllr Northam that Cllr Norcross serve as Community Committee Chair. **Agreed**

7.1.3 Position of Vice Chair of this committee. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr I. Alexander serve as Community Committee Vice Chair. **Agreed 11 for, 1 abstention**

7.2.1 **Planning & Premises Committee**
The Clerk confirmed the 8 councillors who had expressed an interest.
Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Young, Northam, Hanson, S. Alexander, Rudkin, I Alexander, Parsons and Trundle are duly elected as the members of the Planning and Premises Committee. **Agreed.**

7.2.2 Position of Chairman of this committee - Cllr Young nominated Cllr Trundle, seconded by Cllr Norcross. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Trundle serve as Chair of Planning and Premises Committee. **Agreed.**

7.2.3 Position of Vice Chair of this committee. Cllr Trundle nominated Cllr Young, seconded by Cllr Norcross. Cllr Trundle **proposed, seconded** by Cllr Norcross that Cllr Young serve as Vice Chair of Planning and Premises Committee. **Agreed**

7.3.1 **Finance and General Purposes Committee {F&GP}**
The Clerk confirmed that 10 councillors had expressed an interest for 9 places, and this took into account all ex-officio inclusions. Cllr Sullivan withdrew his interest.
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Norcross, Northam, Lloyd, S. Alexander, Bell, Goldsmith, Parsons, Trundle and Campbell are duly elected as the members of the F&GP Committee. **Agreed**

7.3.2 Position of Chairman of this committee. Cllr Norcross nominated Cllr Lloyd, seconded by Cllr S. Alexander. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Lloyd serve as Chair of Finance and General Purposes Committee. **Agreed**

7.3.3 Position of Vice Chair of this committee. Cllr Norcross nominated Cllr S. Alexander, seconded by Cllr Northam. Cllr Norcross **proposed, seconded** by Cllr Northam that Cllr S Alexander serve as Vice Chair of Finance and General Purposes Committee. **Agreed 9 for and 3 against**

7.4.1 **Personnel Committee**
The Clerk confirmed that 9 councillors had expressed an interest for 7 spaces. Cllr Northam withdrew his interest. A vote was undertaken by ballot slips. The meeting was suspended for 10 minutes whilst the voting process took place.

7.4.2 The Chair read out the details of the vote, the Cllr who had received the fewest votes was Cllr Campbell (4) and was therefore not elected to the position. All the other Councillors received at least 9 votes each – Cllr Norcross (10), Cllr Bell (10), Cllr Hanson (10), Cllr Lloyd (10), Cllr Young(10), Cllr I. Alexander (10) and Cllr S Alexander (9). Therefore, Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs Norcross, Young, Lloyd, Hanson, S Alexander, Bell and I. Alexander are duly elected as members of the Personnel Committee. **Agreed. 9 For and 3 Abstentions.**

7.4.3 Council proposed the Chair of this committee could be elected at the next Personnel Committee meeting – the clerk agreed this could be done.

FULL/22/8 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, CODE OF CONDUCT AND DISPENSATION SCHEME AND ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES

8.1.1 Prior to the meeting the Clerk had requested Councillors bring forward in advance of this meeting, any suggested amendments to any of the policies noted on the agenda which might require consideration before adoption could take place. Cllr Campbell had noted a number of suggestions, and after correspondence with the Clerk and Chair, had jointly agreed a motion to be proposed. Cllr Norcross then read out this proposal, as follows:

8.1.2 Cllr Norcross **proposed, seconded** by Cllr S Alexander to adopt en bloc all of its existing policies as listed at items 8.2 to 9.12 inclusive on the agenda; and that policy 8.1 (Standing Orders) be adopted to include the statutory amendments as per supporting papers and that policies 8.1 (Standing Orders), 8.2 (Finance regulations) and 8.4 (Code of Conduct) be referred to the Working Practices Group which is charged with considering the amendments and points raised by Cllr Campbell and by HDC, and any amendments proposed by the internal auditor, and then making recommendations to Full Council at its next meeting. **Agreed** **CLERK**

8.1.2 {The adopted documents listed and duly adopted under agenda items 8.2 to 9.12 included as follows - SPC Financial Regulations; SPC Scheme of Delegation; SPC Code of Members Conduct; SPC Dispensation Scheme; SPC Data protection policy; SPC Data Retention and Disposal Policy; Subject Access Request Policy; SPC CCTV Policy and Code of Practice; SPC Freedom of Information & Environmental Information Regulations Requests Policy; **CLERK**

SPC Dignity at Work / Bullying and Harassment Policy; SPC Email Policy; SPC Complaints Policy; SPC Social media Policy; SPC Unacceptable Behaviour Policy; SPC Overarching Protocol for Conduct and the SPC Health and Safety Policy}

FULL/22/9 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS/PANEL **CLERK**

9.1 **FOI Panel Membership** - The Clerk confirmed there were 6 SPC members who had expressed an interest, and there were only five positions available. There were 2 ballot votes carried out with 4 candidates having enough votes to be elected to the FOI panel - Cllrs Norcross, Young, Lloyd and Hanson. However, after two votes a fifth position could not be successfully elected as the two candidates polled the same number of votes, and the Chair chose not to use her casting vote. Cllr Norcross **proposed, seconded** by Cllr Hanson to defer electing the 5 members for this committee until the next meeting when the membership numbers can be reviewed. **Agreed. 11 for and 1 against.**

9.2 **Working Practices Group** – The Clerk confirmed there were 6 Councillors who had expressed an interest for 5 spaces. Cllr S Alexander withdrew his interest.
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Norcross, Young, Lloyd, Hanson and Campbell be duly elected to the Working Practices Group. **Agreed.**

9.3 **Climate Action Group -** The Clerk confirmed that 5 Councillors had expressed an interest for 5 places. Cllr Hanson withdrew her interest.
Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs S Alexander, Bell, Parsons and Trundle will be duly elected to the Climate Action Group. **Agreed.**

FULL/22/10 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES **CLERK**

10.1 **South Downs National Park (SDNP) – Two reps.**
The Clerk confirmed there were two Cllrs for two positions available.
Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs S. Alexander and Parsons be voted in as SPC representatives to the SDNP. **Agreed**

10.2 **Joint Parishes Youth Committee (JYPC) – Two reps.** . The Clerk confirmed there were two Cllrs for two positions available. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs Norcross and S Alexander be vote as the SPC representatives to the JPYC**. Agreed.**

10.3 **HALC / WSALC / NALC - Two reps**. – The Clerk confirmed there were two Cllrs for two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Trundle and Goldsmith represent SPC at HALC, NALC and WSALC. **Agreed**

10.4 **Local Action Team (LAT) – One rep**. There was one Councillor who expressed an interest for the position. Cllr Norcross **proposed, seconded** by Cllr I Alexander that Cllr S Alexander be the representative for the Local Action Team. **Agreed 9 for 2 Against and 1 Abstention.**

10.5 **Joint Parishes Cemetery Committee (JPCC) – Two reps**. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Northam and Young be the two representatives on the JPCC. **Agreed**

Cllr Campbell gave apologies and left the meeting at this point

10.6 **Isolation & Loneliness and PPG representative – Two reps.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Young and Cllr Lloyd be Isolation and Loneliness and PPG representatives for SPC. **Agreed.**

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

10.8	**Neighbourhood Wardens Steering Committee – Two reps.** The Clerk confirmed there were three Cllrs who wanted to represent the Council. Cllr Hanson withdrew her interest in the role. Cllr Norcross **proposed, seconded** by Cllr Parsons that Cllr S. Alexander and Cllr Goldsmith be the two representatives on the Neighbourhood Wardens Steering Committee. **Agreed**	**CLERK**
10.9	**SPC Councillor representative on the 'Greening Steyning' group – One rep.** Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Trundle be the representative on the Greening Steyning Group. **Agreed**	**CLERK**
10.10	**Steyning Society representative to assist with Local Heritage List project – One rep.** Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr I. Alexander be the Steyning Society representative to assist with Local Heritage List project**. Agreed**	
10.11	**Steyning Ukrainian Charity Committee – One Rep**. The Clerk reported that he had not received confirmation as yet from this committee regarding possible SPC representation.	**CLERK**
FULL/22/11	**TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**	
11.1	There were four subscriptions to be reviewed and approved. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC approve the subscriptions to the West Sussex Association of Local Councils / National Association of Local Councils. **Agreed**	
11.2	Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC approve the subscription to the Horsham Association of Local Councils. **Agreed**	
11.3	Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC approve the subscription to the Society of Local Council Clerks. **Agreed**	
11.4	Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC approve the subscription to the Open Spaces Society. **Agreed**	
FULL/22/12	**NOTIFICATIONS**	
12.1	**PARISH COUNCIL INSURANCE COVER. -** To note that the Council's insurance policy expires on 31st August '22	
12.2	**SPC FINANCIAL RISK ASSESSMENT. -** Agreed at the 15th March '22 F&GP Meeting	
12.3	**EXPENDITURE UNDER S137 OF THE LOCAL GOVERNMENT ACT** – The Clerk reported that he would be discussing a few items with the Internal Auditor at the End of Year audit and would report back at the next Full Council meeting.	**CLERK**
12.4	**MEETING SCHEDULE. -** Agreed at the January 17th '22 Full Council Meeting	
12.5	**PROGRESS REPORT & ITEMS NOT DISCUSSED AT THE 11th APRIL '22 MEETING** – To be taken to the June Full Council Meeting	**CLERK**
FULL/22/13	**HOEY AINSCOUGH REVIEW**	
13.1	The Clerk reported that the review had commenced with his initial 'getting to know you and the Council' interview on the 5th of May. He went on to summerise the main aims of the review from the Hoey Ainscough Associates point of view, notably to develop an action plan to help the council resolve its difficulties and allow Steyning and Horsham to monitor progress over time. The main focus now will be for Councillors to receive and complete an on-line questionnaire and then to be invited to an interview day on a date yet to be confirmed.	

The Clerk also stated that the review's scope would be widened to include ex-staff, ex-councillors and notable Steyning parish key stakeholders, but that the clerk's office would need to regain contact details and permissions from those involved first.
Councillors asked the Clerk to ensure all members be given equal access to the review process if possible and the Clerk assured that he would obtain answers to the questions raised and forward on those responses. **CLERK**

FULL/22/14 SPC ASSETS AND LAND REGISTER

14.1 Council considered the latest draft Assets and Land Register documents, as per supporting papers. Cllr Hanson **proposed, seconded** by Cllr Norcross that SPC defer agenda items 15.1 and 15.2 {the approval of the Assets and Land Register documents} to a working party formed from members of the F&GP committee. **Agreed** **CLERK**

FULL/22/15 CORRESPONDENCE AND INFORMATION ITEMS

15.1 None

FULL/22/16 DATE OF NEXT FULL COUNCIL MEETING: 20th June 2022 at 7.30pm

Meeting closed at 8.55 pm

Signed …………………………………………… Date 20th June 2022
Chairman

video recording of this meeting is available at
https://youtu.be/4G_WyuUHP6E

Warden Monthly Report

April 2022

Patrol hours (foot and vehicle) TOTAL:	**76**	**ASB incidents TOTAL:**	**10**
Foot patrol TOTAL:	**35**	Noise	1
Foot (high visibility) – Steyning	16	Neighbours	0
Foot (high visibility) – Bramber	5	Driving/vehicles	2
Foot (high visibility) – Upper Beeding	14	Bikes	1
Vehicle patrol TOTAL:	**41**	Alcohol 1/drugs 2	3
Vehicle patrol - Steyning	23	Public order	3
Vehicle patrol - Bramber	5	**Clear up/disposal reports TOTAL:**	**13**
Vehicle patrol - Upper Beeding	13	Fly tipping / flyposting	5
Notices/warnings TOTAL:	5	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	4
Yellow card warning	0	Litter	2
Community Protection Warning/Notice	0	Drug litter	2
Parking alert	5	Hazards	0
Police reports TOTAL:	**10**	**Community events attended**	0
Phone (including 101 and 999)	0	**School contact/engagement**	1
Email	3	**Reports to DVLA**	4
Intelligence report	1	**Reports to Operation Crackdown**	2
E-CINS (multi-agency reporting)	0	**Admin**	25
Verbal	6	**Visits to vulnerable people (all ages)**	8
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

There was a spate of car wing mirrors being smashed that ran from the high street in Steyning to The Street in Bramber. The Police we called and two arrests were made.

There were two small fires set, one in the Playpark at Fletchers Croft and one at the Basketball court on the MPF.

We visited two residents in Shooting Field who had windows damaged by a ball bearing from a catapult. These incidents have been reported to the Police and we are mindful of this issue when on Patrol and increased visibility in the area.

We received a call about young people driving mini motos in Abbey Road. We contacted the residents and advised to report on 101 but to also contact us if it happens again.

Report of ASB in high street bus shelter in the early hours, resident advised to contact the Police especially in the early hours of the morning.

Ongoing issue with noise nuisance in Chancton House. We are feeding any evidence we can provide to the Environmental Health Team.

We received a call relating to ASB at a park bench in Fletchers Croft. This was a constant issue for nearby residents last year so we were quick to act on the report and increase patrols and engagement with people who gather there. We haven't had any further reports but will continue with regular patrols to deter ASB in this area.

Bramber –

See above re damage to car wing mirrors.

Upper Beeding –
A small fire was set in the playpark in Small Dole. This was reported to the Police.

It was reported a group of young people were kicking a football into the sports hall which could potentially cause damage. We increased our observations there as requested but didn't witness this behaviour.

Fly Tipping

Steyning –
2x Tipping of household waste reported for clearing – Steyning Bostal

Bramber-
Household waste reported for clearing - Bramber roundabout.

Upper Beeding-
2 x Tipping of household waste at Beeding Hill reported for clearing.

Parking

Steyning –
3 x Parking alerts issued

Upper Beeding
2 x Parking alerts issued

Bramber

Community engagement/events/meetings
Visited the HUB - Upper Beeding to discuss a monthly Warden drop in for residents.

Elderly and Youth
Continuation of regular visits to vulnerable people known to us across the parishes.

Licensing
None

Dog related issues
Report of a dangerous dog on MPF, we have a description of the dog and owner and have factored this into our patrols.

Dog fouling reported on MPF

Dog Fouling reported in Nightingale Lane.

Warden Monthly Report

May 2022

Patrol hours (foot and vehicle) TOTAL:	**73**	**ASB incidents TOTAL:**	**2**
Foot patrol TOTAL:	**29**	Noise	0
Foot (high visibility) – Steyning	14	Neighbours	0
Foot (high visibility) – Bramber	5	Driving/vehicles	1
Foot (high visibility) – Upper Beeding	10	Bikes	0
Vehicle patrol TOTAL:	**44**	Alcohol 1/drugs 2	0/0
Vehicle patrol - Steyning	24	Public order	1
Vehicle patrol - Bramber	5	**Clear up/disposal reports TOTAL:**	**5**
Vehicle patrol - Upper Beeding	15	Fly tipping / flyposting	3
Notices/warnings TOTAL:	2	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	2
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	0	Drug litter	0
Parking alert	2	Hazards	0
Police reports TOTAL:	**7**	**Community events attended**	0
Phone (including 101 and 999)	0	**School contact/engagement**	1
Email	3	**Reports to DVLA**	3
Intelligence report	0	**Reports to Operation Crackdown**	1
E-CINS (multi-agency reporting)	0	**Admin**	22
Verbal	4	**Visits to vulnerable people (all ages)**	10
		Signposting	1
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

We received a report from a resident concerning a group of teenagers who were being rowdy and drinking alcohol at the children's playground in Canons Way. As we arrived on scene they dispersed leaving litter in the playground. We cleared the litter.

We also received a report of a vehicle driving anti-socially in Fletchers Croft Car Park. We were able to take the details of the car and reported it on Operation Crackdown.

We came across 3 youths known to us who were smoking cannabis on the memorial playing field close to the Cricket Club on a very busy Friday evening. We asked them move out of the area.

We had a report regarding youths climbing on the roof of Charlcrofts in the high street. We have seen C.C.TV. Footage and passed on details to the local P.C.S.O.

There have been repeat incidents of ASB at Chancton House and have been asked by the Environmental Health Department to help gather evidence and are increasing our patrols of the area.

Bramber –

We had to give advice to young people cycling in the Street who were causing a dangerous nuisance by consistently using the pavements and cycling at speed.

We had to move on a group of teenagers from the grounds of Bramber Castle late on a Saturday evening who were drinking alcohol, smoking cannabis and had started a portable B.B.Q.The youths were not known to us and claimed that they had travelled up from Shoreham by Bus.

Upper Beeding –

We received a report from a resident regarding youths playing football in the Junior School grounds. We intervened and escorted the youths off the premises.

We received a report from a resident regarding youths drinking alcohol in the children's playground in the Recreation Ground. We arrived on scene but found no trace or evidence of any related litter.

We received a call from a resident regarding a n uncontrolled dog. We have yet to identify the dog by its description.

Parking/vehicles

Steyning –

Van belonging to a resident in Breach Close was causing an obstruction. The owner of the vehicle has been contacted by West Sussex County Council.

Bramber-

None reported

Upper Beeding-

None reported

Fly tipping/littering/graffiti

Steyning –

Fly tipping reported on the Bostal.

Upper Beeding

None reported

Bramber

Extensive littering Bramber Castle Car Park

Community engagement/events/meetings

None to report

Elderly and Youth

None to report

Dog related issues

Dog Fouling Memorial Playing Field Steyning. Dog fouling Recreation ground Upper Beeding.

Other

We attended and gave support to a cyclist who had fallen of his cycle in Upper Beeding High St while riding in a group travelling from School at end of day.

The child had badly cut his lip and his mouth was swollen. An ambulance had been called but was stood down when his parents had arrived and took him to A and E.

Briefing Notes for items under 8, 9, 11 &13.

8.1 **-** We need to check the comments from the External Auditor (8.1) and discuss if there are any actions required to enable completion of the 2021/22 AGAR, then we need to approve this document please

8.2 - The internal audit was undertaken on the 31st May – This report needs to be agreed please. There are no recommendations noted on this occasion. I had one query regarding a note in point 3 on page 12 that I believe the auditor should have included and I hope to have more news on that item for meeting, and for you to consider before agreeing.

8.3 - The figures within S. Paper 8.3.1 have already been checked first by a Rialtus Accounts Operative at our Year End reconciliation, then by the Internal Auditor, but you need to agree to it please for then the Chair to sign and then it can be sent to the External Auditors for their comments. The variance explanation comments noted under 8.3.2 again need to be approved please.

8.4 - Is a notice that is posted on Web site and notice boards giving notice that for the period noted any resident has a right to inspect and make copies of accounts documents

9.1 **-** This item returns to this meeting as we could not conclude representation on the FOI panel at the May meeting – voting will be by ballot once more

11.1 - We need to be considering what publicity we choose to employ for the Neighbourhood Plan referendum on the 14th July. Banners would cost up to approx. £60 for a 800mm x 2000mm - I might suggest 3 or 4 of these, as the price would reduce dramatically.
We can put up A3 posters on notice boards and on the Bus shelter. We will obviously put info and publicity on the Web site. I also asked our consultant to provide an information sheet that we can point voters towards to further explain just what their vote means. I have included this draft document under 11.1 your information. The Banners general content and final version of the Q & A are to be agreed at this meeting please

11.3 - We have been considering the date of the Chairmans function for quite some time. After I sent out an email on the 11th April there was a mixed response to availability on the two dates proposed in July, and it is now clear that we have run out of options for July. With August being a time for a welcome break and having discussed this with Joanna – we were now looking at the date - Wednesday the 14th September '22 and unless there is a reason anyone can think we ought not go for this date – I hope that we can agree it on Monday night please

13.0 - These papers are all Minutes from committee meetings which we need to adopt. I would suggest the only recommendation that should be noted for adoption or otherwise, is noted within the Personnel Committee Minutes from the 14th September minutes {12.4.1} and under item 13.2 If there are any queries regards these minutes being adopted could you please inform myself and the Chair before noon on Monday

Section 3 - External Auditor Report and Certificate 2020/21

In respect of **Steyning Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:
• summarises the accounting records for the year ended 31 March 2021; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 12 of the Audit and Accounts Regulations 2015 requires the RFO complete Section 2 of the Annual Governance and Accountability Return prior to passing it to the Council for its approval. This year, the Council approved the Return before the RFO which is a breach of this regulation. In future the Council should ensure the form is duly completed prior to it considering it for approval.

On initial submission, Box 1 of the 2020 figures in Section 2 did not agree to the prior year's audited return (difference of £30). This appears to be a typographical error as the total shown in box 7 only correctly sums if the box 1 were corrected, therefore the Council need to ensure in future that the figures entered within the return are wholly accurate.

Other matters not affecting our opinion which we draw to the attention of the authority:

Section 14(1) of the Audit and Accounts Regulations 2015 provides that the period of public rights should be a 'single period of 30 working days'. This year the Council provided a period of 31 working days for the review of their records. Whilst we do not consider providing a longer period than stated to be more than a trivial breach of the regulations, this could lead to other issues. We would therefore anticipate that in future the dates are calculated to provide a period of precisely 30 working days.

3 External auditor certificate 2020/21

We certify/ do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

~~*We do not certify completion because:~~

External Auditor Name MOORE

External Auditor Signature Moore

Date 19/05/2021

Smaller Authority Name: **Steyning Parish Council**

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021
Accounts and Audit Regulations 2015

1 The audit of accounts for Steyning Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.

2 The Annual Return is available for inspection by any local government elector in the area of Steyning Parish Council on application to

(a) (Name of Clerk)

Mr John Fullbrook

(b) (Address of Clerk)

Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
BN44 3XL

(c) (Telephone/email, and hours and arrangements to view)
Please make an appointment by contacting the Clerk on 01903 812042 or via email on clerk@steyningpc.gov.uk

3 Copies will be provided to any person on payment of £1.00 for each copy of the Annual Return

Announcement made by (Name of Clerk)

Mr John Fullbrook

Date of Announcement

30th May 2022

MULBERRY & CO
Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

Our Ref:

Mr J Fulbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

31 May 2022

Dear John

Re: Steyning Parish Council
Internal Audit Year Ended 31 March 2022

Executive summary
Following completion of our interim internal audit on 3 November 2021 and final internal audit on 31 May 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Testing requirements are shown in red and where appropriate **recommendations for future action are shown in bold text.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use the Rialtas Business Solutions (RBS) software accounting package for recording the day-to-day financial transactions of the council. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly for the recording of transactions and the production of management information reports.

The interim audit was conducted on site and the Clerk had prepared the requested information for review. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council completes a VAT reclaim on a quarterly basis. The last VAT reclaim was for the period 1 April to 30 June 2021 inclusive and showed a refund position of £1,994.25. I confirmed receipt of the amount to the bank account on 17 August 2021. The council is up to date with its postings.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

At the date of the interim audit, the previous year's external audit report has not been received. The Clerk explained that following some information passed to the external auditor, additional details were required from the council. These have now been provided, and the external auditor sign off is awaited.

The Clerk is aware that once received, this will need to be reported to council and the Notice of Conclusion form completed and published on the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the councillor Register of Interests forms.

Confirm that the council is compliant with the relevant transparency code

The council is required to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is publishing the information contained within the code.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Community, Planning & Premises, Personnel, Finance & General Purposes and a Neighbourhood Plan Steering Committee. There are regular scheduled meetings during the year, and a diary of future meetings is available on the website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the most recent NALC model and were most recently adopted by council at the Annual Council Meeting in May 2021 (minute ref 9.1).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model and were most recently adopted by council at the Annual Council Meeting in May 2021 (minute ref 9.2). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

- the council for all items over £5,000
- prior approval by delegated committee for items - £1,000 to £5,000
- *Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000*

- Clerk has authority to spend within the budget heading for items - £0 - £500.

It was noted that the Clerk also has discretion to spend up to £1,000 in the event of extreme risk to the delivery of council services.

I discussed these levels with the Clerk, and while they have been increased to allow the more efficient operation of the council, I question the need for the line in italics. Given the Clerk's experience and comparing to other similar sized councils, **I recommend removing this line and increasing the Clerk's authority level to £1,000.**

I talked through the invoice approval and payment process with the Clerk and reviewed the file of invoices and payment lists. The council is following its own Financial Regulations, and this can be evidenced from the records retained.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.
The council has section 137 expenditure within limits.

Confirm that checks of the accounts are made by a councillor.
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Final Audit
The final audit was conducted on site with the Clerk. The information for review was available and further checks were completed through discussion with the Clerk and review of information on the council website.

I noted that further to the interim internal audit recommendation, the Financial Regulations have been updated to reflect the increased authority level of the Clerk.

The External Auditor's Report has been received since the interim audit and has been published along with the Notice of Conclusion on the council website.

The report was qualified, stating *'Section 12 od the Audit and Accounts Regulations 2015 requires the RFO complete Section 2 of the Annual Governance and Accountability Return prior to passing it to the Council for its approval. This year, the Council approved the Return before the RFO which is a breach of this regulation. In future the Council should ensure the form is duly completed prior to it considering it for approval.*

On initial submission, Box 1 of the 2020 figures in Section 2 did not agree wo the prior year's audited return (difference of £30). This appears to be a typographical error as the total shown in box 7 only correctly sums if the box 1 were corrected, therefore the Council need to ensure in future that the figures entered within the return are wholly accurate.'

The report goes on to comment *'Section 14(1) of the Audit and Accounts Regulations 2015 provides that the period of public rights should be a single period of 30 working days. This year the Council provided a period of 31 working days for the review of their records. Whilst we do not consider providing a longer period than stated to be more than a trivial breach of the regulations, this could lead to other issues. We would therefore anticipate that in future the dates are calculated to provide a period of precisely 30 working days.'*

Section conclusion
I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:
• Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council has a risk assessment process in place. I reviewed the financial risk assessment, which provides an outline of the key areas of risk, the mitigation measures in place and cross references elements of insurance cover provided. The website eversion was approved by the Finance & General Purposes Committee on 13 October 2020, and the Clerk confirmed this will be updated and approved again before the end of the financial year.

The council has in place a schedule for risk assessments for playground equipment, which includes an annual RoSPA certified check, monthly written reports from Horsham District Council and then visual checks completed between monthly visits. A program of remedial works has been agreed and is progressing. For a council of this size, these measures seem appropriate.

I confirmed that the council has a valid insurance policy in place with AXA in a long-term agreement expiring on 31 August 2022. The policy includes Public Liability and Employers Liability cover of £10 million each. I noted that further to the recommendation in the previous internal audit, the level of Employee Dishonesty (Fidelity Guarantee) cover has been increased to £400,000.

Final Audit

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk was able to confirm there were no matters excluded from the accounting statements.

Section conclusion
I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:
• Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable • Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances

- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit
The Clerk confirmed that the budget setting process for 2022/23 has commenced. The Finance & General Purposes Committee have agreed a timetable of actions required, and final sign off for the budget and precept is anticipated for the council meeting scheduled for January 2022.

At the end of August, the council's budget performance shows income at 49.8% of budget and expenditure at 21%. There is evidence of regular reviews of performance against budget at council and committee meetings.

At the interim audit, the council held £21,180 in earmarked reserves (EMR) spread across different projects. A review of the separate EMR's shows that each project appears to be a legitimate use of funds.

Council is reminded that general guidance recommends a level of general reserve be maintained at circa six months equivalent of precept and this will be reviewed at the year-end audit.

Final audit
I confirmed the council approved the budget and precept at the council meeting held in January 2022.

At the year-end, the council's reported income is 120.8% of budget and 99.3% of expenditure. A review of meeting minutes confirms that regular updates on the council's financial position continue to be a recurring agenda item, demonstrating that the council is carefully managing its finances.

At the year-end the council held circa £168,00 in earmarked reserves split across a range of clearly defined projects. I tested the purpose of the earmarked reserves with the Clerk and confirmed they are all for legitimate future projects. I noted that this now correctly includes the proportion of funds held with the joint burial committee.

This leaves circa £136,162 in the general reserve at the year-end.

Council is reminded that general guidance recommends a level of general reserve be maintained at between three- and twelve-months equivalent of precept. The level held by the council is within this range.

Section conclusion
I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (FINAL AUDIT)

Internal audit requirement
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)

- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

Apart from the precept, the council receives income from hall hires and allotments, easements, bank interest, VAT refunds and grants/s.106/CIL income. A review of the RBS data shows entries appear to be allocated to the correct nominal codes

The council is party to a joint burial arrangement with the Parish Councils in Upper Beeding and Bramber, with Upper Beeding controlling the finances of the joint venture. The allocation of the share of surplus funds has been discussed by the Clerk at Upper Being with RBS, and arrangements have been put in place for this to be correctly reflected on all three council's year-end accounts in March 2022.

Section conclusion

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim audit

The council has a petty cash float of £30 used for incidental expenses. Access is controlled through the Clerk, and a monthly check of the balance is completed.

The council holds a debit card which is also used, thereby minimising the need for petty cash transactions.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council uses an external company to provide payroll services. The external provider completes all the PAYE and NI calculations and provides the information to the council to make the salary, HMRC and pension payments. A review of the payroll information shows that deduction calculations appear correct.

There are eight employees all of whom have a signed contract of employment. These are in the process of being updated to a newer version and are under review by the Personnel Committee. The council is registered with the West Sussex County Council (LGPS) Pension scheme. There are no councillor allowances paid.

Final Audit

I was able to confirm that the amount entered into box 4 of the AGAR (staff costs) correctly includes only salary, PAYE and Employers NI contributions and pension contributions.

The Clerk confirmed that all eligible staff received the backdated NJC pay rise in their March 2022 salaries.

Section conclusion

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:

Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council maintains a fixed asset register, and this is published on the council website. The information contained on the register is sufficient for a council of this size, and the Clerk is aware that items are recorded at cost/proxy cost value. Items listed appear consistent with the council's insurance schedule.

Final Audit

I was able to confirm that the asset register total matches that entered onto the AGAR. There have been no additions or disposals during the financial year.

I confirmed the council has no PWLB borrowing.

Section conclusion

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

The Clerk was able to demonstrate that the Chairman of the Finance & General Purposes Committee normally signs the bank reconciliations, although the last few months have yet to be completed. This is subsequently reported to the committee meetings. I remind council that as well as signing the reconciliation sheet, the original bank statement should also be signed.

I reviewed the latest reconciliations and found no errors and was able to confirm the balances to the bank statements.

Final Audit

At the year-end the council had a reconciled bank position across its accounts. I was able to confirm the balances to the bank statements dated 31 March 2022.

Section conclusion

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Section 1 – Annual Governance Statement

	Annual Governance Statement	*'Yes' means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	**YES** – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**YES** – the council has met its responsibilities as a trustee.

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	166,194	219,482	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	322,305	322,305	Confirmed against precept amount received
3	Total other receipts	82,404	153,043	Confirmed against accounting records
4	Staff costs	123,153	131,850	Confirmed against accounting records
5	Loan interest/capital repayments	0	0	Council has no PWLB borrowing
6	All other payments	228,268	258,774	Confirmed against accounting records
7	Balances carried forward	219,482	304,206	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	301,482	327,340	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	2,709,115	2,709,115	Verified against asset register
10	Total borrowings	0	0	Council has no PWLB borrowing

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation completed using the RBS data from the accounting system.

This shows a debtor total of £10,938.56 made up of a VAT reclaim figure of £3,934.58 and prepayments of £7,003.98. Total creditors equal £34,072.56 made up of creditors of £13,992.21, accruals of £19,571.50 and receipts in advance of £505.85.

The AGAR correctly casts and cross casts and the comparatives for the previous year have been correctly stated.

The variance analysis has been completed to explain the variances in boxes 3 and 7. The explanations include narrative and quantative measures, although I recommend addition detail is added to the explanation in box 3 to explain more of the difference.

Section conclusion

I am of the opinion that the control assertion "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded" has been met.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Final audit

The council did not declare itself exempt from a limited assurance review in 2020/21, and this test does not apply.

Section conclusion
I am of the opinion that the control assertion of "If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt" is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

L: TRANSPARENCY (INTERIM AUDIT)

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion
I am of the opinion that the control assertion of *"If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities"* is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date inspection notice issued	24 June 2021	23 June 2022
Inspection period begins	25 June 2021	24 June 2022
Inspection period ends	6 August 2021	4 August 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

As noted, the External Auditor commented on their report *'Section 14(1) of the Audit and Accounts Regulations 2015 provides that the period of public rights should be a single period of 30 working days. This year the Council provided a period of 31 working days for the review of their records. Whilst we do not consider providing a longer period than stated to be more than a trivial breach of the regulations, this could lead to other issues. We would therefore anticipate that in future the dates are calculated to provide a period of precisely 30 working days.'*

As they have included this comment under *'Other matters not affecting our opinion which we draw to the attention of the authority'* rather than an *'Except for matter'*, I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

The council plans to sign the AGAR at the meeting to be held on 20 June 2022 and the proposed dates are correct and meet the statutory requirements.

Section conclusion
I am of the opinion that the control assertion "the authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)

Internal audit requirement
The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:
• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
• Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
• Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:
•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit
I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion
I am of the opinion that the control assertion of "the authority has complied with the publication requirements for 2020/21 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage" has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

Andy Beams
For Mulberry & Co

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2022
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✔	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✔	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✔	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✔	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✔	
	Has an explanation of significant variations been published where required?	✔	
	Has the bank reconciliation as at **31 March 2022** been reconciled to Box 8?	✔	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✔	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.	✔	

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Annual Internal Audit Report 2021/22

Steyning Parish Council

www.steyningpc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. **If** the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			✔
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✔
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 03/11/2021 31/05/2022

Name of person who carried out the internal audit: Andy Beams, Mulberry & Co

Signature of person who carried out the internal audit: ABeams

Date: 31/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Steyning Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✔	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.steyningpc.gov.uk

Section 2 – Accounting Statements 2021/22 for

Steyning Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	166,194	219,482	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	322,305	322,305	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	82,404	153,043	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	123,153	131,850	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	228,268	258,774	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	219,482	304,206	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	301,479	327,340	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	2,709,115	2,709,115	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			✔	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 31/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Explanation of variances 2021/22 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2021 £	2022 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	166,194	219,482				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	322,305	322,305	0	0.00%	NO		
3 Total Other Receipts	82,404	153,043	70,639	85.72%	YES		2020/21 was a major Covid effected Year and therefore income from our Community Centre Room Hire amounted to only £19,035. In the Year 2021/22 Room Hire income had risen to a more normal £49,916 as we had been able to open up properly in September '21. This was the most significant of many Covid related reasons for a better income return in the year 2021/22. We were also successful in claiming £15,000 worth of 'Less Income' grants from HDC in this year. The other major factor noted for the increased variance on SPC total reserve balance is that we were informed through the internal auditor that it would be better to show within our Council finances a sum of money previously having been registered with a Parish Council whom we have a shared responsibility in terms of a joint Cemetery committee - The additional monies involved amounts to £51,895.54 - which are now to be held in a seperate account and ring-fenced for the use of the Cemetery committee only.
4 Staff Costs	123,153	131,850	8,697	7.06%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	228,268	258,774	30,506	13.36%	NO		
7 Balances Carried Forward	219,482	304,206	84,724	38.60%	YES		Other than the reasons noted above in section 3, which accounts for the increase in Receipts there was also a significant number of budget lines showing reduced expenditure. As the financial year began we were immersed within the height of the Covid epidemic and because there was and had been little use of our Community Centre there was less of a need for maintenance requirements. Also it was diffucult to appoint Tree surgeon contractors as staff were likely furloughed - One budget line alone 'Tree reports and Essenmtial Works ' was underspent by £9,275.
8 Total Cash and Short Term Investments	301,479	327,340	25,861	8.58%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,709,115	2,709,115	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
Excessive Reserves Ratio	0.68098	0.94385					

Smaller authority name: **Steyning Parish Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement **Thursday 23rd June 2022** (a)

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:

(b) **John Fullbrook – The Clerk and Responsible Finance Officer**
Steyning Parish Council
Fletchers Croft, BN44 3XZ

commencing on (c) **Friday 24th June 2022**

and ending on (d) **Thursday 4th August 2022**
[the 30th working day after (c) above]

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

MOORE

Moore (Ref RD/hd)
Rutland House,
Minerva Business Park,
Lynch Wood,
Peterborough
PE2 6PZ

5. This announcement is made by (e) John Fullbrook,
Steyning Parish Clerk

NOTES

(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below

(d) The inspection period between (c) and (d) must also include the first 10 working days of July.

(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

Steyning Neighbourhood Plan

Referendum Information & Frequently Asked Questions

About the Referendum

The Steyning Neighbourhood Plan is going to referendum on the 14 July 2022. This is our community's opportunity to vote on whether they would like the plan to be used to determine planning applications. The referendum is run by Horsham District Council, and full details about it, including how and where you can register to vote in the Referendum, are in the documents linked below:

- Information Statement (6 June 2022)
- Decision Statement (1 June 2022)
- Examiner's Report (13 April 2021)
- Summary of Representations at Regulation 16
- Steyning Neighbourhood Plan (Referendum Version)

The above documents can also be accessed by going to https://www.horsham.gov.uk/planning/neighbourhood-planning/steyning.

Frequently Asked Questions

Q: What is Neighbourhood Planning?

A: Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth in their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

Q: How will this affect me?

If made, the policies in the Neighbourhood Plan will ~~influence~~ steer development ~~nearby~~within the parish neighbourhood plan area, protecting some important local green space, biodiversity and green infrastructure from the adverse impacts of development.

Q: Who has the Neighbourhood Plan been prepared by?

A: The Plan has been prepared by a group of volunteers know as the Steering Committee working with Steyning Parish Council. There has also been valuable input from the community of Steyning through various consultations and engagement at different stages of the preparation of the Plan. The Plan has been in the works since January 2018 following the dissolution of the team working on a combined plan for the parishes of Steyning, Washington, Ashington and Bramber (known as SWAB).

Q. How has the Neighbourhood Plan got to this stage?

A. The plan has been through various stages to reach referendum. After the plan was initially prepared by volunteers, it was agreed by the Parish Council that it could go to formal consultation. After that formal consultation the plan was updated and again the Parish Council voted for it to be submitted for examination. At examination, the plan was considered by an appointed independent Examiner who recommended changes needed to the plan to comply with the Basic Conditions to enable it to proceed to referendum. These changes were considered and agreed by the Parish Council. The

Commented [N1]: I would advise the Plan went through two rounds of consultations. The paragraph highlighted does not give that impression. My suggested text would be:

"After the plan was initially prepared by volunteers, it was agreed by the Parish Council that it would go out for consultation inviting representations on the draft plan. Once comments had been considered and the plan was updated, the Parish agreed to the changes and the Submission Plan was submitted to the district council who undertook a further consultation inviting comment on the plan. Representations received were submitted for examination".

resulting plan, now subject to the upcoming referendum.

Q: What does the Neighbourhood Plan focus on?

A: The Neighbourhood Plan contains policies that look to protect and enhance green infrastructure and biodiversity, ensure proposals adopt responsible environmental design, provide a positive contribution to local character, improving our local facilities and infrastructure, and designates Fletcher's Croft as local green space – meaning it has the same protection from development as Green Belt land.

Q: Will it stop development?

A: The purpose of the plan is to guide future development with the local community having a meaningful say. Our Neighbourhood Plan sets out how development should be delivered, giving special regard to its impact on green infrastructure and biodiversity, responsible design and its contribution to local character. It does not actively seek to prevent development but focuses on improving its quality so that it benefits Steyning and minimises, or removes, any adverse impacts.

Q: Will the emerging Local Plan prepared by Horsham District Council have an impact on the Neighbourhood Plan?

A: The emerging Horsham District Local Plan has been postponed following a Position Statement released from Natural England on the 14th September 2021 regarding water neutrality. Please find more information on this at https://www.horsham.gov.uk/planning/local-plan. It is acknowledged that there may be a need to review the Neighbourhood Plan once the emerging Local Plan has been adopted to avoid policies within the Neighbourhood Plan becoming out of date because they have been superseded by new Local Plan policies

. Where it is necessary to do so, a full or partial review of the Neighbourhood Plan will commence within six months of the adoption of the emerging Local Plan.

Q: What is the Neighbourhood Plan referendum and what is the procedure?

A: It is the responsibility of Horsham District Council to organise the referendum. The Council will ~~submit~~ publish a Notice (Information Statement) of Referendum ~~25~~ 28 working days before the referendum itself. The referendum must proceed in line with Schedule 3 and 5 of the Neighbourhood Planning (Referendum) Regulations 2012. Copies of the Neighbourhood Plan documents will be available for the public to view at selected deposit points this time. Voters living in the Neighbourhood Plan Area will receive a poll card with details of when, where and how they can vote on whether the Neighbourhood Plan should be adopted. The methods for voting include voting in person at a local polling station, voting by post or by proxy. If more than 50% of people voting in the referendum support the Neighbourhood Plan, it must be "made" or adopted by Horsham District Council.

Q: What happens if the people of Steyning vote NO at referendum?

A: If it is not accepted, the Neighbourhood Plan will not be used to determine planning applications, and all the new local requirements, volunteers have worked hard to ensure, will be scrapped.
Development will not be plan-led and there will be less specific protection against the adverse impacts of development.

Q: What happens if the people of Steyning vote YES at referendum?

A: If it is accepted, the Neighbourhood Plan will become 'made' and adopted by Horsham District Council as a part of their development framework. The Plan, and policies contained within, will be used by Horsham District Council and South Downs National Park Authority to assess development proposals within the designated Neighbourhood Plan Area. Development that accords with the policies contained within the Plan will be approved (subject to whether the proposal complies with policies contained within the other local planning documents and national policy) and proposals that do not, will normally be refused.

Q: Are there any other benefits of voting YES in the referendum?

Community Infrastructure Levy (CIL) is a charge levied on certain kinds of development, most importantly on development that creates net additional 'gross internal area' of 100 square metres or more, or creates new dwellings. CIL revenues are invested in improving existing infrastructure and providing new infrastructure and is split between the local planning authority, in this case Horsham District Council, and the Parish Council for where the development is located. Without an adopted Neighbourhood Plan, Steyning Parish Council

Commented [N2]: The referendum regulations are different to the Neighbourhood Plan Regulations.

currently receive 15% of CIL revenues from development within the Parish (capped at an amount equal to £100 per existing dwelling in the parish per year) to invest in infrastructure but if the Plan is adopted, they will receive 25% uncapped.

Item11.2 – Agreeing a new Gas supply contract

I suspect we are all aware of the situation of ever-increasing Gas prices and the nature of the volatility of that marketplace at the moment.

I would like us to consider the table below please.

We have an opportunity to make a large saving on costs as even before we recently went out of contract with British Gas, the costs were comparatively high compared to a number of other suppliers.

Our recommendation is that we choose 'Exchange Utility using SSE' as although not the cheapest deal it is close to it and it is for the longer term.

NB - Not one of these suppliers would guarantee their price for more than 24Hrs, so if you agree a supplier I would suggest the motion agrees delegated authority to find the best price with this supplier and agree the term of the contract and that the documentation (agreement) they send through should be signed by the RFO plus one other signatory.

Gas Supply Comparisons for Steyning Centre

8th June 2022

Supplier	Contract Length	Standing Charge	Unit Rate Day/Normal	
Curent Rate with British Gas Business	Out of contract	274.89 pence per day	17.404 pence per Kwh	
E.ON	1 year (cant do Longer)	30 pence per day	9.4 pence per Kwh	
Energy Bureau Using British Gas Business	1 year	190.84 pence per day	12.13 pence per KWH	
	2 year	193.39 Pence per day	11.90 pence per KWH	
	3 year	197.23 pence per day	11.64 pence per KWH	
Bionic using British Gas	1 year (cant do longer)	1.8342	10.43 pence per KWH	
* **Exchange Utility using SSE**	4 year	32 pence per day	10.08 pence per KWH	

These prices are only held for 24 hrs from quote so may be different when it comes to securing a contract.

2021	KWH used
1st Jan - 30th April	9226.91
1st May - 31st July	10701.8
1st Aug - 31st Oct	9303.01
1st Nov - 31st Dec	21803.04
Total KWH per year (2021)	51034.76

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COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 2nd NOVEMBER 2021 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Vice Chair), Norcross, Goldsmith, S. Alexander, Campbell, Hanson and Young,
Clerk: John Fullbrook

Members of the public: Five {including Cllrs S. Sullivan and G. Sullivan}
Meeting Commenced : 7.30pm

MINUTES

C/21/35 APOLOGIES FOR ABSENCE **ACTIONS**

35.1 Apologies were received from Cllrs Bell and Lloyd.
In Cllr Lloyds absence, Cllr I Alexander as Vice Chair of this committee presided over proceedings

C/21/36 DECLARATIONS OF INTEREST AND DISPENSATIONS

36.1 None

C/21/37 QUESTIONS FROM THE FLOOR

37.1 None

C/21/38 MINUTES OF PREVIOUS MEETINGS

38.1 Cllr Campbell **proposed** an amendment by way of substitution to the text within the draft minutes of the 7 th September meeting under item 31.2.1, **seconded** by Cllr Goldsmith, and then read out a statement detailing the proposed change to the narrative. {Full text can be found on Web Site recording from 2 Min. 10 secs}. **Not agreed 2 For {RG, PC} 4 Against {IA, DH, CY, SA} 1 Abstained {JN}**

38.2 Cllr Young made a statement concerning her seconding of the motion under 32.2.1, in response to Cllr Campbell's statement, saying that her seconding of the motion was not that she felt that the slide was 'dangerous', rather she thought it best removed from service as the situation had been so contentious, and that it would need to be removed in preparation for the proposed 'pocket park' anyway. Cllr I. Alexander **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 7th September as a true and fair record. **Agreed. 4 For {IA,DH, SA, CY}, 1 Against {PC}, 2 Abstained {JN,RG}**

C/21/39 MATTTERS ARISING AND ACTIONS – These items were taken as read except items 39.3 - see below

39.1 Pizza Van's use of MPF car park end date to be determined **– Actioned**

39.2 Insurance documents and risk assessment received for Abbey Road Pond works **- Actioned**

39.3 Deputy Clerk to chase HDC for Cleansing grant receipts **– Actioned**
{Two applications have been made to HDC – the due amount being £24,610}

39.4 Deputy Clerk to ensure Abbey Road grass cutting is completed early **- Actioned**

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

39.5 The Children's Play Area Slide at Chandlers way to be removed - **Actioned**

39.6 D. Clerk to obtain visibility protocols for highways verges and respond to enquiry about potential re-wilding **– Actioned/ See item 42.2**

39.7 Clerk to convene an all-councillor working party to discuss possible play equipment installations **- Actioned/ See item 41.4**

39.8 Gain three quotes and complete works on water tank replacement at MPF changing rooms - **Actioned**

39.9 Cllr Goldsmith asked for information that Cllr Lloyd said he would forward from insurance company and equipment engineers to councillors; however, this was not noted as a matter arising in the minutes – The Clerk said he would have no problem sending out the information **CLERK/ Cllr Lloyd**

C/21/40 COMMUNITY MATTERS

40.1 To discuss the SCO proposal to plant an Orchard at Abbey Road as per supporting papers. Cllr S. Alexander raised the need for a tidying of the northern boundary, which can be completed by the team of volunteers. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that committee accepts the proposal from the Steyning Community Orchard group to put a community orchard on the Abbey Road village green {as per supporting papers}. **Agreed** **CLERK**

C/21/41 FINANCE

41.1.1 Cllr I. Alexander **proposed, seconded** by Cllr Norcross that the Community Income and Expenditure reports for the August 2021 period be accepted as a true and fair record. **Agreed**

41.1.2 Committee wanted to discuss at future meetings possible High Street Bin painting, Street Jet Washing operatives and writing letters to High Street shop owners about birds' droppings and gutter issues. **CLERK**

41.2 Priorities for Community works/projects to be completed over the next five years. The Clerk once again attempted to obtain the Committee's intentions in terms of community projects. The Clerk to send out the list of projects once again to committee members so that a consolidated list could be brought to the next meeting for further discussion. At this point there was an extended period of disruption in the meeting and it was dealt with by the following proposal. Cllr S. Alexander **proposed, seconded** by Cllr Norcross that under Standing Order 2b that Cllr Goldsmith no longer be heard from in this meeting. **Agreed** **CLERK**

Cllr Goldsmith then left the meeting.

41.3 Committee discussed the Community Budget for the forthcoming fiscal year - 2022/23 as per Papers prepared by the Clerk. To be brought back and agreed at next meeting - with councillors to contact the Clerk with points raised or suggestions in the meantime. Clerk to check further details for Lamp post testing and maintenance for Adult Exercise Area. **CLERK**

41.4 Following recommendations from the Playground Working Party. These recommendations to be brought forward to next meeting with another working party taking place, if possible, to further discuss. **CLERK**

C/21/42 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

42.1 To receive an update from the Clerk regards playground works. The Clerk supplied a table showing remedial works both completed and yet to be completed following the Wicksteed annual inspection. Adult Exercise Area still needs attention. **CLERK**

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

42.2 To discuss possible support for re-wilding of grass verges as per supporting papers. The Deputy Clerk has been working with other authorities and the residents since the last meeting, and the proposal is currently being discussed directly between the residents and WSCC.

42.3 To discuss details for the next tranche of tree works for the hedge on the boundary of the MPF and the Allotments as per supporting papers. Cllr I. Alexander **proposed, seconded** by Cllr S. Alexander that the clerk obtains quotes for Hedge works on the MPF for two heights of 3.5 and 4 meters. **Agreed** **CLERK**

42.4 The committee received the grass cutting report.

C/21/43 PROGRESS REPORT

43.1 C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn't been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**

43.2 C/20/59.3 Memorial / Celebration tree policy to be reviewed. **Ongoing** Details have been kindly supplied by the SCO to assist this process **CLERK**

43.3 C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works **-** One quote has been obtained and others are being sought - **Ongoing** **CLERK**

43.4 C/20/116.4 Chandler's Way project consultation papers to be re sent to councillors and brought back to committee. **-** The Clerk informed that there has been a site meeting and more detailed papers will be sent out and the item will come to next meeting. **Ongoing** **CLERK**

43.5 C/21/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk **- Ongoing** **CLERK**

43.6 C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence - **Ongoing** **CLERK**

43.7 C/20/18.1 'A' Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable **- Ongoing** **CLERK**

43.8 C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair **– Ongoing** **CLERK**

43.9 C/21/21.11 Clerk to obtain quotes for Allotment water service enhancement works **- Ongoing** **CLERK**

43.10 C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined **- Ongoing** **CLERK**

43.11 C/21/31.2 Chairman and Clerks office to prepare any reports necessary on the issue of playground safety and unfounded allegations made against the Council and report to Full Council if appropriate **– Actioned**

C/21/44 DATE OF NEXT MEETING – 7th December 2021 at 7.30 pm.

44.1 ***Committee ran out of time to complete business, so the Chair closed the meeting at 10.02pm*** **CLERK**

Signed: . . . . Date: 7th December 2021
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/l-xgR68M_yA

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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COMMUNITY COMMITTEE MEETING HELD ON WEDNESDAY 8th DECEMBER 2021 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs T. Lloyd (Chair), I Alexander (Vice Chair), Norcross, Goldsmith, S. Alexander, Hanson and Young,
Clerk: John Fullbrook

Members of the public: One
Meeting Commenced : 7.30pm

MINUTES

C/21/45 APOLOGIES FOR ABSENCE **ACTIONS**

45.1 Apologies were received from Cllrs Bell and Campbell. With Cllr S. Alexander likely to arrive later in the meeting. Cllr Lloyd passed on best wishes on behalf of the committee members to Cllr Bell who had recently undergone surgery and wishing him a speedy recovery.

C/21/46 DECLARATIONS OF INTEREST AND DISPENSATIONS

46.1 None

C/21/47 QUESTIONS FROM THE FLOOR

47.1 None

C/21/48 MINUTES OF PREVIOUS MEETINGS

48.1 Cllr I. Alexander **proposed, seconded** by Cllr Norcross to accept the minutes of the 2nd November as a true and fair record. **Agreed.**

C/21/49 MATTTERS ARISING AND ACTIONS

49.1 Information from Insurance company and equipment engineers to be distributed to committee members with regards to recent playground safety checks.**- Actioned**

49.2 Clerk's Office to inform the Steyning Community Orchard group as to the agreed motion that a new Orchard can be planted on Abbey Road **- Actioned**

49.3 High Street Jet washing, Bird droppings and Gutter Issues to be discussed at next meeting – **See item 50.4**

49.4 Prioritising Community Projects – Prompt to Councillors for a response ahead of next meeting – **Actioned**

49.5 Clerk to find out more about Lamp Post testing and Adult Exercise area maintenance costings - **Actioned**

49.6 Update Community Budget paper for next meeting – **See item 51.2**

49.7 Playground Working Party to be convened **– Actioned**

49.8 Clerk to update Cllrs on any outstanding Playground maintenance issues - **Actioned**

49.9 Draft Memorial Tree / Bench Policy to be brought back to Community Committee **– Actioned / See item 51.4**

49.10 Newham Lane Letter to be sent **- Actioned**

49.11 Cllr Lloyd **proposed, seconded** by Cllr I. Alexander that Matters Arising taken as read. **Agreed**

C/21/50 COMMUNITY MATTERS

50.1.1 The Clerk presented a report from the Abbey Road Village Green volunteers group regards recent workdays and meeting (details were within supporting papers and had been compiled by Roger Brown), then committee discussed a request to plant additional trees as per supporting papers at Abbey Road. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee grants the request from the Abbey Road advisory group that six silver birch trees be planted on the hump within the meadow and adjacent the pond as per supporting papers. **Agreed** **CLERK**

50.1.2 Committee requested the Clerk and Roger Brown were also asked to check the Abbey Road Boundary encroachment with the Tree Warden and then to organise what works are needed, and that the Voluntary group could then undertake what work was agreed. **CLERK**

50.2 The Clerk read a report from the Royal British Legion representative with regards to the Steyning Memorial Gardens and the committee discussed the report and associated supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee form a working party {Cllrs C.Y. and I.A. volunteered} with RBL and the Steyning Partnership representatives in order to agree location of two finger post signage installations provided works completed for less than £600. **Agreed** **CLERK** **Cllrs Young, I. Alexander**

50.3 The Clerk updated the committee with regards to the Rublees Allotment Water supply service upgrade and any other SPC Allotment matters. The Chair replied to a letter sent to committee by the Allotment Association. And asked the Clerk to reply briefly and in a positive fashion to the letter. The Clerk explained that as per agreed motion in June '21, the first engineer invited to quote had made a recommendation to amend the scope of works to one pipe rather than two as one pipe installation would still provide more than adequate contingency for any future development, also, that the trench be dug to depth of 750 mm. On the basis of this modified scope of works the Clerk had asked other contractors to quote appropriately. The Clerk said he would send out a modified scope of works for Councillors to be aware of the variation. **CLERK**

50.4 High Street Jet washing, Bin Cleaning and Gutter and Bird Dropping issues. Clerk updated on what HDC operatives would be able to achieve in terms of bin cleaning and Jet washing. Councillors suggested it might be best to concentrate on two smaller areas and get it done in one day – the councillors pinpointing the pavement where it needs to be done as they'll be in attendance (Cllrs Lloyd, Hanson, Norcross having volunteered). Office to coordinate **CLERK**

50.5 'Round Hill Romp' request for use of MPF and facilities. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that council offer use of the MPF and Changing rooms, if they require them, free of Charge, subject to the usual risk assessments being submitted and checked by the Clerk. **Agreed** **CLERK**

C/21/51 FINANCE AND GOVERNANCE

51.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for the September and October 2021 period be accepted as a true and fair record. **Agreed** **CLERK**

{Cllr S. Alexander joined the meeting during the discussion of the next item}

51.2 The proposed Community Committee budget paper for the next fiscal year – 2022/23 from the Clerk (as per supporting paper) was discussed. Two amendments were suggested – that of increasing Lamp post testing by £150 and streetlight energy expenditure by £55. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Committee accepts the Clerks draft Budget paper subject to the two proposed amendments on Lamp post testing and streetlight energy which would take total expenditure to £58,900 and keep income at £29,900. **Agreed** **CLERK**

51.3 Community projects to be proposed to be completed for the next fiscal year 2022/23. The Clerk reported on this supporting paper. Committee agreed to amend several items which the Clerk will bring back to future meetings. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Committee agree to the Clerks project list with items noted as 'Project' and 'Close to commitment' being top priority, with the next group 'Other projects being discussed for this year into 22.23' being second priority (except 'Cripps Lane' and 'Bench and tree policy' being removed, with instead the inclusion of 'paving slabs for benches' and 'Street lights to LED' being included). **Agreed** **CLERK**

51.4 To discuss a draft SPC Memorial Bench and Tree policy document. Committee discussed draft document compiled by the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee set up a working party to include 'Steyning for Trees' and the 'Steyning Community Orchard' group reps to create the new SPC memorial tree policy, and that it be an all-member WP. **Agreed** **CLERK**

51.4 Clerk updated on Swimming Pool payments for the last two years as per supporting papers and by way of information.

51.5 To receive notification regards the Steyning PC 2021/22 Winter Plan – The Clerk confirmed the amended plan has been received by WSCC

51.6 Committee received the SPC Grass Cutting report and the Clerk confirmed there was one cut still owed from this year's contract which SPC will receive in early March of next year.

C/21/52 PROGRESS REPORT

52.1 C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn't been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**

52.2 C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works **-** One quote has been obtained and others are being sought - **Ongoing** **CLERK**

52.3 C/20/113.3 Support for recycling bin in High Street – Office to find out more information regards provision **– Ongoing** **CLERK**

52.4 C/20/7.3 Clerk to collect quotes for Allotment water service enhancement works **- Ongoing** **CLERK**

52.5 C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence – **Ongoing –** A new seven-year lease has now been proposed and will need to be discussed at next meeting **CLERK**

52.6 C/20/18.1 'A' Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable **– Actioned by Cricket Club with Clerk to now supply Notice information** **CLERK**

52.7 C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair **– Ongoing – Cllr Lloyd suggested as per HDC a normal agreement be written** **CLERK**

52.8 C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined **– Ongoing** **CLERK**

52.9 C/21/42.3 Next tranche of tree works to be completed on the MPF/Allotment hedgerow – quotes to be obtained **– Ongoing** **CLERK**

52.10 C/21/31.5 A date to be set with regards to Tree management plan/Conditioning report Meeting – **Ongoing** **CLERK**

52.11 C/21/31.5 Three quotes sought for replacement and widening of concrete at MPF changing rooms – **Ongoing** **CLERK**

C/21/53 INFORMATION / CORRESPONDENCE ITEMS

53.1 To receive the Ouse and Adur Rivers Trust newsletter and to agree any actions. Cllr Lloyd **Proposed, seconded** by Cllr I. Alexander that the Clerk write an email in response to express appreciation for what they are trying to do and for the office to put the information request on the web site {Headline with 'Have you got an issue with flooding'} for public comment and also suggest to them that they convene a public meeting. **Agreed** **CLERK**

C/21/54 DATE OF NEXT MEETING – 2nd February 2022 at 7.30 pm.

Meeting ended at 9.55pm

Signed: . . . . Date: 2nd February 2022
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/xUST6mhuUd0

The Steyning Centre, Fletchers Croft, Steyning
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COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8th FEBRUARY 2022 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs T. Lloyd (Chair), Goldsmith, S. Alexander, Bell and Hanson.
Clerk: John Fullbrook

Members of the public: 4
Meeting Commenced : 7.30pm

MINUTES

C/21/55 APOLOGIES FOR ABSENCE **ACTIONS**

55.1 Apologies were received from Cllrs I. Alexander, Norcross, Young and Campbell.

C/21/56 DECLARATIONS OF INTEREST AND DISPENSATIONS

56.1 Cllr Bell and S. Alexander declared they both had Allotment plots – Item 60.4

C/21/57 QUESTIONS FROM THE FLOOR

57.1 None

C/21/58 MINUTES OF PREVIOUS MEETINGS

58.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 8th of December '21 Community Committee meeting as a true and fair record, subject to an amendment to point 51.2, changing year date to 2022/23. **Agreed.**

C/21/59 MATTTERS ARISING AND ACTIONS

59.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the following actioned items taken as read**. Agreed**

59.2 Committee grants request for Silver Birch tree planting at Abbey Road – Clerk to inform - **Actioned**

59.3 Clerk and Roger Brown to visit Abbey Road to check boundary encroachment **- Actioned**

59.4 Working party convene to agree location of two finger posts to promote British Legion Memorial Gardens – **Actioned / See item 60.9**

59.5 Clerk to send out amended Allotment water services upgrade scope of works **- Actioned / See item 60.4**

59.6 Clerk to obtain quotes for Godstalls Lane autumn tree works **- Actioned / See item 60.5**

59.7 Next tranche of tree works to be completed on the MPF/Allotment hedgerow **– Actioned / See item 6.4**

59.8 Round Hill Romp organisers informed as to decision to allow use of facilities **- Actioned**

59.9 Agreed Budget changes taken to F&GP **– Actioned**

59.10 Community project priorities taken to F&GP for budget commitments - **Actioned**

59.11 Ouse and Adur Rivers Trust newsletter information and request publicised **- Actioned**

C/21/60 COMMUNITY MATTERS AND OPEN SPACES

The Chairmen brought forward agenda item 6.7 as members of the Cricket club were in the audience and able to make a presentation in support of their application for a new Astro turf strip installation

60.1 **Installation of a new Astro Turf Strip on the Steyning Memorial Playing Field (MPF).** Following the Cricket Club presentation and in consideration of the supporting papers provided, the committee discussed the matter taking into account the fact that the pitch was to be installed on what was designated as a Village Green. The Clerk informed that it was important to note the phrase that in this instance the installation would be for a purpose that is for *'the better enjoyment of the Green'* {Section 29 – Commons Act 1976). Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that Council grants permission to install a new Astro Turf strip subject to the Clerk seeing evidence of contractors Risk Assessment, Health and Safety documents and Scope of Works and agrees that they are suitable. **Agreed** **CLERK**

60.2.1 **Purchase of Diversionary Signs** to assist Steyning Event organisers who needed to close certain roads to enable these future events to occur. This proposal was put forward by the Jubilee Event organisers but made on behalf of all future event organising committees. It was noted that the cost was covered under the SPC budget line – 'Town Improvement Schemes'. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Council agree to the cost of £1,339.65, to include cost of Cones, to purchase these signs {as per supporting papers} subject to the Clerk confirming that the storage facilities are outside the remit of the school and that there will be unlimited access. **Agreed** **CLERK**

60.2.2 **Jubilee Celebrations.** The Chair suggested there could be provision of a Jubilee Bench at a site yet to be agreed. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Council purchases one of these benches to include installation up to a value of £1250 subject to the Clerk circulating round to Committee the low carbon recycled option to avoid long term repairs. **Agreed** **CLERK**

60.3 **Steyning in Bloom proposal to enhance the Bus shelter with floral displays.** There was a suggestion to widen the scope of the proposed scheme to include the surrounding street scene. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee sets up an all-member working party to look at how Council can improve the existing bus shelter to include planting and ramp and come back to committee at a later time, and that the working party include members from Steyning in Bloom and the Steyning and District Partnership. **Agreed** **CLERK**

60.4 **Update on Rublees Allotments water supply upgrade.** The Clerk had received two quotes from the five contractors contacted, with two of the five confirming their non-interest in the works. The scope of works had been distributed and there were no issues raised by members present. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee recommends that this agenda item be moved up to Full Council for discussion and agreement. **Agreed** **CLERK**

60.5.1 **Update from the Clerk to review recent Tree and Hedgerow works.** The Clerk spoke in support of his supporting paper which detailed the many works completed including Godstalls Lane and Newham Close and he stated that before further work was to be completed (Phase 5) that Tree Wardens and our specialist Tree Surgeon would need to provide further advice which can then be brought back to this committee, and the Chair stated that the Clerk should advise local residents that this advice and permissions would need to be sought before works undertaken. **CLERK**

60.5.2	The Clerk also confirmed that the next Tree 'Conditioning Report' would be undertaken as soon as was practicable (provided the quote was reasonable). The Clerk having asked that this be completed in October of last year, but unfortunately the contractor being too busy to currently provide this service.	**CLERK**
60.6	**Hedgerow Working Party.** Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the committee reconvenes the hedgerow working party to look at hedge maintenance and that the clerk asks the SPC tree warden, and for Allotment Association representation, and a non-member of the AA, Steyning for Trees, Roger Brown and Steyning Community group to join the working party Together with three Councillors**. Agreed**	**CLERK**
60.7	**South Downs National Park 'Landscape Review' consultation.** The Chair suggested that the Clerk put this item on the Full Council agenda so that all members could be invited to make comments by the 1st March and so that Council can then delegate the committee to have authority to consolidate the comments and make a response, plus the Clerk was asked to ensure there was a promotion of the consultation to residents via web site and notice boards.	**CLERK** **CLERK**
60.8	**Support for the 'Lost Woods' project.** Committee suggested the Clerk ask Simon Zec if he would like to be involved and that the Clerk also ask all councillors if there was a willing volunteer to take on the responsibility for this worthwhile project. If Simon unable to participate then to ask 'Steyning for Trees' or the SCO for involvement.	**CLERK**
60.9	**Update from the Memorial Garden Signage Working Party.** The Clerk reported on agreement and recommendation from the working party as per supporting papers. There was concern that not enough thought had gone into disabled access and that other signs might be required. The Clerk pointed out that there had been consideration of disabled access and that the working party had come up with their best solution, given there was a remit to provide for two signposts Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee do not agree with the recommendations as per supporting papers and that it goes back to the working party to take into consideration access to the Remembrance Gardens by disabled users, and that there may need to be further provision for additional signs. **Agreed**	**CLERK**
60.10.1	**Update from Playground Working Party on proposed developments and funding applications.** The Clerk reported on the proposed MPF playground development to say that he is conferring with two contractors who had originally placed a quote for the development in 2018, to see how their costs may have increased so that there is a price check in place for the preferred bid, then assuming updated bids are provided the working party would be better positioned to make a recommendation back to Committee**.**	**CLERK**
60.10.2	The Clerk reported that an annual service had taken place for the adult gym equipment and site, and that he was in communication with the Wilson Memorial Trust for them to take on board the ongoing funding of future maintenance of the facility	**CLERK**
60.10.3	The Clerk also reported he would continue to pursue the application to HDC for Pocket Park funding – Maximum possible could be £5,000, and in this instance, it would be to help with the purchase of shrubs and trees to whatever degree was established via public consultation at a later date	**CLERK**
60.11	**Agreement on contents and distribution of informative letter to Steyning Residents in the Abbey Road area regarding Orchard planting scheme.** Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that subject to a correct spelling of the word 'metre' that the letter be distributed to the residents of Abbey Road. **Agreed.** The Clerk was also asked to publicise the Orchard planting, and the Abbey Road Volunteering scheme, on notice boards and via the SPC web site.	**CLERK** **CLERK**

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

60.12 **WSCC EV Chargepoint Network initiative consultation.** It was suggested the Clerk register interest and explain there could be an opportunity for a ChargePoint at the MPF Car Park — **CLERK**

C/21/61 FINANCE AND GOVERNANCE

61.1 Cllr Lloyd **proposed, seconded** by Cllr Bell that the Community Income and Expenditure reports for the November and December 2021 periods be accepted as a true and fair record.
Agreed

C/21/62 PROGRESS REPORT

62.1	C/20/58.14	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - **Ongoing** - School to be approached to make a presentation to SPC	**Cllr Hanson CLERK**
62.2	C/20/113.3	Support for recycling bin in High Street – This now to be dealt with by Bus Shelter working party	**CLERK**
62.3	C/20/9.5	To discuss a new seven-year deal proposed by HDC regarding the Fletchers Croft Licence – **Ongoing** (Currently with HDC's legal team)	**CLERK**
62.4	C/20/18.3	Agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair **– Ongoing**	**CLERK**
62.5	C/21/29.2	Steyning 20mph Highway's scheme working party date to be determined **– Ongoing**	**CLERK**
62.6	C/21/31.5	A date to be set with regards to Tree Management Plan/Conditioning Report meeting – **Ongoing**	**CLERK**
62.7	C/21/31.5	Three quotes sought for replacement and widening of concrete at MPF changing rooms – To be taken to F&GP to see if this is a project for this year or not	**CLERK**
62.8	C/21/50.4	High Street Jet washing (Cllrs Norcross, Lloyd and Hanson attending) - Office to Coordinate - **Ongoing**	**CLERK**
62.9	C/21/51.4	SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps - **Ongoing**	**CLERK**

C/21/63 INFORMATION / CORRESPONDENCE ITEMS

63.1 Committee recognised Steyning Cricket Club's successful application and installation of a Defibrillator at the MPF

63.2 Cllr Goldsmith raised the issue of the proposed Steyning High Street Cycle Racks and Planters installation. It was noted that this project was being proposed by the Steyning and District Community Partnership and was currently not involving the Parish Council.

C/21/64 DATE OF NEXT MEETING – 8th March 2022 at 7.30 pm.

Meeting ended at 9.29pm

Signed: . . . . Date: 8th March 2022
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/bHjQsuuZ_Xc

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

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COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8th MARCH 2022 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs T. Lloyd (Chair), Goldsmith, Young, Norcross and Hanson.
Clerk: John Fullbrook

Members of the public: 0
Meeting Commenced : 7.30pm

MINUTES

C/21/65	**APOLOGIES FOR ABSENCE**	**ACTIONS**
65.1	Apologies were received from Cllrs I. Alexander, S. Alexander, Bell and Campbell.	
C/21/66	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
66.1	None	
C/21/67	**QUESTIONS FROM THE FLOOR**	
67.1	None	
C/21/68	**MINUTES OF PREVIOUS MEETINGS**	
68.1	Cllr Goldsmith asked for an addition to be made to the minutes at item 63.2. This was to include a record of the discussion under 'Information items' in relation to proposed High Street cycle racks and planters – an initiative from the Steyning and District Partnership group. Cllr Lloyd **proposed, seconded** by Cllr Norcross to accept the minutes of the 8th of February '22 subject to a suitable comment being made in them about the discussion and for the clerk to circulate the minutes to councillors. **Agreed.**	**CLERK**
C/21/69	**MATTTERS ARISING AND ACTIONS**	
69.1	Clerk to distribute Jubilee Bench specifications - **Actioned**	
69.2	Clerk to take Water supply works agreement to Full Council for resolution **- Actioned**	
69.3	Clerk to advise Newman's Close residents as to update on Tree and hedgerow works - **Actioned**	
69.4	Clerk to take 'Landscape review' consultation request to Full Council **– Actioned/See item 70.3**	
69.5	Clerk to move forward on 'Lost Woods' project **- Actioned / See item 70.6**	
69.6	Memorial Garden signage working party to report back on further considerations **– Actioned / See item 70.7**	
69.7	Clerk to apply for 'Pocket Park' funding **– Actioned**	
69.8	Letter to Abbey Road residents amended and distributed **- Actioned**	

LOCAL COUNCIL AWARD SCHEME FOUNDATION

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

69.9 Abbey Road Orchard planting and volunteers scheme publicised further including on Web site **Actioned**

69.10 Clerk to register and alert to opportunity for EV Charge-point at the MPF Car Park **– Actioned**

69.11 Support for recycling bin in High Street and check provision for emptying - **Actioned/ item 70.9**

69.12 Cllr Lloyd **proposed, seconded** by Cllr Hanson that 'matters arising' were taken as read**. Agreed**

C/21/70 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

70.1 **Allotment Clear up Day.** The Clerk updated that a proposed Bonfire would be risk assessed and managed, that the Clear up day would be April 16th (from 10am) and that councillor assistance would be welcomed. Also, that skips were already being supplied at a cost of £265 each. **CLERK**
Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee agrees that the Bonfire goes ahead and that the clerk is delegated to provide up to 10 skips as required for the SPC allotment clear up. **Agreed**

70.2 **Abbey Road voluntary work.** The Clerk updated that on the 26th February the first three apple trees were planted in the new Abbey Road Orchard – more than 30 friends and family members of the tree donors attended. 4 apple trees were also planted at the MPF Orchard on the 5th March with approx. 20 in attendance.

70.3 **South Downs National Park Authority 'Landscape Review'.** No responses from councillors were forthcoming. Clerk to respond by saying 'No comment' **CLERK**

70.4.1 **Playground Working Party regards proposed developments.** Councillors considered the contents of a letter to be distributed to Steyning residents living close by Chandlers Way pocket park and play area, as per supporting papers. Amendments were discussed. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee agreed for the amended letter to be distributed. **Agreed** **CLERK**

70.4.2 The Clerk asked for committee to consider where the letter was to be distributed and suggested 100 closest properties. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the letter is distributed to a block of houses which surrounds the park to include Laines Road adjacent the park, Newham Lane (either side of Chandlers way - nearby), all of Chandlers Way and those houses on Hills Road that are close by. **Agreed** **CLERK**

70.4.3 The Clerk pointed out the working party had also asked the Clerk to pursue funding options on play area developments at Chandlers way and on the MPF, with the Wilson Memorial Trust. **CLERK**

70.5.2 **Response to the CCD Local Transport feasibility study.** Councillors had been asked for comments. Cllr Bell had submitted two suggestions that further thought be given to possible cycle and pedestrian routes linking the A24 corridor routes with east/west access from Steyning to Washington. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee agrees Cllr Bells suggestions be put forward as the SPC response. **Agreed** **CLERK**

70.6 **The 'Lost Woods' project.** The Clerk updated that he had met with the SPC Tree warden as per agreed at last meeting, and that Simon was very enthusiastic about the project and had already emailed the Woodlands Trust contact for further details. He had also suggested contact be made with Mr Goring (of Wiston Estate), The Downlands scheme, Steyning for Trees and the Greening Steyning groups to see if they were interested in getting involved. Committee agreed the Clerk could contact these groups. **CLERK**

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Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

70.7	**Memorial Gardens signage.** Chris updated from the working party and in support of her report. The Chair suggested that it goes back to the working party to take more account of the wheelchair accessibility issue and that better signage is considered from the High Street Car Park also.	**CLERK / W. Party**
70.8	**Digital Screens on the HDC Car Parks.** The Clerk spoke in support of the email from HDC which updated on the digital screens. Councillors spoke in support of future advertisements being primarily, if possible, from Local businesses. Cllr Lloyd , as district councillor, to take this up with the HDC Economic Development Officer.	**Cllr Lloyd**
70.9	**Bus Shelter enhancement project.** The Clerk updated that the Clerk's office had secured £4,000 approx. worth of funding for painting and maintenance of the Bus Shelter, and that Planters and a Recycling bin had been purchased in advance of the working party recommending the location for the installation of new bins, planters and notice boards etc.	**CLERK**
C/21/71	**FINANCE AND GOVERNANCE**	
71.1	It was suggested that Community projects such as proposed Clock Tower maintenance be discussed at the next F&GP Committee. Cllr Lloyd **proposed, seconded** by Cllr Young that the Community Income and Expenditure report for January 2022 be accepted as a true and fair record. **Agreed**	**CLERK**
C/21/72	**PROGRESS REPORT**	
72.1	C/20/58.14 Cllr Hanson / Clerk to appeal to and approach school for reinstatement of Library Car Park arrangement **-** Cllr Hanson meeting with the Richard Goodman, the Chairman of the Foundation Trust, who own the land, within the following week	**Cllr Hanson CLERK**
72.2	C/21/9.5 To discuss a new seven-year deal proposed by HDC regarding the Fletchers Croft Licence **–** Cllr Lloyd reported that this was still with the HDC legal department and that he would chase it up **- Ongoing**	**CLERK Cllr Lloyd**
72.3	C/21/31.5 A date to be set with regards to a Tree management plan/Conditioning report meeting – To be discussed on the 26th/27th April with Tree Surgeon.	**CLERK**
72.4	C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined - **Ongoing**	**CLERK**
72.5	C/21/31.5 Three quotes sought for replacement and widening of concrete at MPF changing rooms **–** The decision to proceed or not with this project to be taken to next F&GP meeting	**CLERK**
72.6	C/21/50.4 High Street Jet washing (Cllrs Norcross and Lloyd) - Office to Coordinate – Confirmation on the dates awaited	**CLERK**
72.7	C/21/51.4 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps **- Ongoing**	**CLERK**
72.8	C/21/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available - **Ongoing**	**CLERK**
72.9	C/21/60.2 Clerk to purchase Diversionary signs and liaise with school and school trust regards storage confirmation – Awaiting confirmation from the school trust.	**CLERK**
72.10	C/21/60.2 Committee to decide location for Jubilee Bench installation. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Jubilee bench be installed at the MPF with a working party convened to recommend the precise position. **Agreed.** Cllrs Lloyd and Hanson to look at different options for the Bench design and bring them back to the next meeting for a decision	**Cllrs Lloyd & Hanson**

72.11	C/21/60.3 Bus Shelter beautification working party to convene - **Ongoing**	**CLERK**
72.12	C/21/60.5 SPC Tree conditioning report to be completed by contractor as soon as possible – The date has now been fixed or the 26th / 27th April	**CLERK**
72.13	C/21/60.6 Hedgerow working party to be convened **- Ongoing**	**CLERK**
72.14	C/21/60.10 Adult gym maintenance to be provided via Wilson Memorial Trust funding – This matter is being considered by the Wilson Memorial Trust	**CLERK**
72.15	C/21/18.3 Agreement for Pizza Van to be produced and sent – The office has been sent a copy of similar agreements from HDC and Cllr Lloyd has agreed to write a new draft specifically for the Pizza Van's use of the MPF Car Park for this Summer.	**Cllr Lloyd**

C/21/73 INFORMATION / CORRESPONDENCE ITEMS

73.1 The Rampion 2 Consultation process has been re-opened – see supporting papers for details

73.2 The SDNP Town and Parish Council meeting is on the 16th of March – see supporting papers

C/21/74 DATE OF NEXT MEETING – 5th April 2022 at 7.30 pm.

Meeting ended at 9.04pm

Signed: . . . . Date: 5th April 2022
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/QZcyktAc34I

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th DECEMBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: **2**

Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F&GP/21/24	**APOLOGIES FOR ABSENCE**	
24.1	Apologies received from Cllrs Norcross, Sullivan and Campbell. With Cllr Trundle having to leave this meeting at 9pm due to a pressing engagement elsewhere.	
F&GP/21/25	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
25.1	None	
F&GP/21/26	**QUESTIONS FROM THE FLOOR**	
26.1	None received	
F&GP/21/27	**MINUTES OF PREVIOUS MEETING**	
27.1	Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 12th October 2021 be agreed as a true and fair record of the meeting. **Agreed**	
F&GP/21/28	**MATTERS ARISING AND ACTIONS**	
28.1	Clarification notes regards questions on finance raised by Cllrs appended to Minutes - **Actioned**	
28.2	Business Chamber grant request to come back to next meeting – **Actioned / See item 29.1**	
28.3	Ouse & Adur Rivers Trust grant request to come back to next meeting – **Actioned / See item 29.2**	
28.4	Clerk to purchase the Festive light package and progress the licence agreements **– Actioned**	
28.5	Storage cupboard payment to be taken back to Premises Committee **- Actioned**	
28.6	High Street Toilet cleaning regime to be taken back to Premises Committee **– Actioned**	
28.7	FOI Panel to meet to discuss FOI review **– Actioned**	
28.8	Business Plan project list prioritisation to be taken to Community and Premises Committee **- Actioned**	
28.9	Clerk responds to Jubilee celebrations organisation committee to ask for updated grant request **- Actioned**	
28.10	Timetable for 2022/23 budget processing enabled **– Actioned**	

28.11	Community Awards promotion enabled **– Actioned**	
28.12	Clerk's office to publicise local MP's support for grants from voluntary groups **– Actioned**	
28.13	Amend SPC bank Mandate signatories **- Actioned**	
F&GP/21/29	**FINANCE MATTERS**	
29.1	To discuss £200 grant application from the Steyning Business Chamber for contribution to cover costs of Event Speakers as per supporting papers. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee agrees the £200 grant {for the Business Chamber}. **Agreed**	**CLERK**
29.2	To discuss the £200 grant application from the Ouse & Adur Rivers Trust concerning a request to cover costs of the materials being used by the Trust for the benefit of Steyning residents at Abbey Road /Tanyards Stream. Cllr Goldsmith **proposed, seconded** by Cllr S. Alexander that committee agrees the £200 grant {for the Ouse and Adur Rivers Trust}. **Agreed**	**CLERK**
29.3	To discuss £435 grant application from the Steyning Business Chamber for a contribution to cover costs of Flag and Tree Holder brackets as per supporting papers. Cllr S. Alexander **proposed, seconded** by Cllr Goldsmith that committee accepts this grant {application for £435} and give it to where it is needed. **Agreed**	**CLERK**
29.4	Committee received the Briefing notes on the Finance position as at the end of October 2021.	
29.5	To discuss continued support for the 'Vintage Years group' for the next two years to help finance their administrator as per supporting papers. Cllr S. Alexander **proposed, seconded** by Cllr Young that committee continues support {for the Vintage Years group as per supporting papers} until the end of the period of this Council's term {March 2023}. **Agreed**	**CLERK**
29.6	To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for September and October 2021 be approved as a correct record. **Agreed**	
29.7	I & E Reports. Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the F&GP income and expenditure reports for September and October 2021 as a correct record. **Agreed**	
29.8	To discuss the F&GP Committee budget for the forthcoming fiscal year – 2022/23. The Clerk reported on version 2 of the proposed F&GP budget and welcomed any suggested amendments. Cllr Northam **proposed, seconded** by Cllr S. Alexander committee requests the Clerk to update the F&GP Draft Budget in accordance with committees' discussion and to bring it forward to the next F&GP Meeting. **Agreed**	**CLERK**
29.9	To discuss the F&GP projects to be prioritised for the forthcoming years. Cllr Northam suggested he would compile a discussion paper template to move the process forward so that next time there could be a more informed discussion. Cllr Alexander agreed to prepare a discussion paper for CCTV renewals. Cllr Goldsmith for Town Clock. Cllr Young for Normans Way. The Clerk will update the supporting paper for presentation at the next meeting along with completed discussion papers. {***At this point the Chair brought forward agenda item 8.3}***	**Cllr Northam** **Cllr Alexander** **Cllr Goldsmith** **Cllr Young** **CLERK**
F&GP/21/30	**GOVERNANCE ITEMS**	
30.1	To discuss details of the amended Youth Service MOU for 2022/23 as per supporting paper and as recommended by the Joint Parishes Youth Committee. Cllr Northam **proposed, seconded** by Cllr Lloyd that F&GP recommend that Full Council approve the Youth Service MOU 2022/23 {as per supporting papers}. **Agreed**	**CLERK**
F&GP/21/31	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
31.1	The Clerk updated that the FOI panel had met on the 18th October in consideration of a residents FOI review and would need to convene once more after the Clerk had compiled further data, with the ICO having extended the response date in this instance. The Clerk also	**CLERK**

stated that there had been responses given to two FOI requests from Cllr Campbell and that he had requested a review in both instances. The Clerk also updated that there were two further FOI requests still outstanding.

F&GP/21/32 GOVERNANCE ITEMS

32.1 To discuss and approve the interim Internal Audit letter, dated November 2021 and to agree any subsequent actions. The Clerk explained there was only one recommendation from the auditor – which was to amend the financial regulations under item 4.1 by increasing the Clerks authority to spend from £500 to £1000. Cllr Alexander **proposed, seconded** by Cllr Northam that committee recommends to full council that {the Council} follows the advice of the auditor and agree with the interim auditor and his subsequent recommended action. **Agreed** **CLERK**

32.2 To discuss and agree to recommend to Full Council that bullet point 2 under "submission of the application" in the council's Grant Awarding Policy to be changed to read "*….Applications for grants over £250 should be supported by a copy of the latest set of annual accounts*", plus other amendments which had been detailed within the supporting paper. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee recommends to Full Council {the amendments} as per the document under 8.2. **Agreed.** **{At this point Cllr Trundle left the meeting}** **CLERK**

F&GP/21/33 PROGRESS REPORT

33.1 F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced. **–** Cllr Lloyd reported and reiterated the HDC position that HDC operatives will only clear graffiti from their own facilities except in instances when property owned by others is defaced by racist or other subversive graffiti.

33.2 F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee **– Ongoing** **CLERK**

33.3 F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing** **CLERK**

33.4 F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes **–** Cllr Goldsmith said he would do this in his own time. Cllr Northam said that this to be brought back to next meeting and if necessary for him to sign them instead. **CLERK**

33.5 F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing** **CLERK**

33.6 F&GP/21/6.13 Move emergency reserve monies to a savings account **– Ongoing** **CLERK**

33.7 F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing** **CLERK**

33.8 F&GP/21/20.1 Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed **- Ongoing** **CLERK**

F&GP/21/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/21/35 DATE OF NEXT MEETING – 11th January 2022 @7.30pm.

The Chair closed the meeting at 9.24 pm

Signed ………………………………………………… Date 11th January 2022

Here is the link to the video recording of this meeting:-
https://youtu.be/k0h-vxXuB3s

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 11th JANUARY 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander, Sullivan, Goldsmith and Campbell.

Clerk: John Fullbrook

Members of the Public in attendance: **3**

Meeting commenced: **7:32 pm**

MINUTES

ACTIONS

F&GP/21/36 **APOLOGIES FOR ABSENCE**
36.1 Apologies received from Cllrs Norcross

F&GP/21/37 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
37.1 None

F&GP/21/38 **QUESTIONS FROM THE FLOOR**
38.1 None received

F&GP/21/39 **MINUTES OF PREVIOUS MEETING**
39.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 14th December 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/40 **MATTERS ARISING AND ACTIONS**
40.1 Grants sent to Steyning Business Chamber - **Actioned**

40.2 Ouse and Adur Rivers Trust grant sent **– Actioned**

40.3 Vintage Years Group informed of SPC Councils continued support – **Actioned**

40.4 Budget papers to be amended and distributed in advance of next meeting **– Actioned**

40.5 Cllr Northam to compile a template for a project discussion paper and distribute **- Actioned**

40.6 Clerk to distribute the template, and Cllrs to bring back papers for next meeting **– Actioned**

40.7 Clerk to update Projects supporting paper and bring back to next meeting **– Actioned**

F&GP/21/41 **FINANCE MATTERS**
41.1 To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for November 2021 be approved as a correct record. **Agreed**

41.2 I & E Reports. Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the F&GP income and expenditure reports for November 2021 as a correct record. **Agreed**

41.3 To agree the recommendation from Personnel committee with regards to staff salary budget figure for the next fiscal year – 2022/23. Cllr Campbell contended that he needed to speak to certain items that should only be heard under confidential session as they related to staffing matters. The Chair determined he would bring forward the confidential session if agreed.

F&GP/21/42 CONFIDENTIAL SESSION

42.1 Cllr Northam **proposed, seconded** by Cllr S. Alexander to resolve that 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 items 6.3 and 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/21/43 FINANCE MATTERS

43.1.1 Staff Salary Budget for the next fiscal year – 2022/23.
The Personnel committee had commissioned an independent assessment of the Clerk and Deputy Clerks Jobs in relation to the market rates for their Salary, given the work that is currently undertaken. The previous assessment had been carried out over ten years earlier and it had been noted that both roles had changed dramatically since then. The Salary Evaluation was an independent report carried out by the Local Council Consultancy and undertaken in accordance with the NALC/SLCC Joint Agreement on Terms and Conditions 2005. For this discussion it was noted that the two recommendations from the Personnel Committee were to be considered for the purposes of budget provision only.

43.1.2 *The recommendations from the Salary Evaluation Report were that:*

A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).

B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).

C The council considers providing additional staffing resource to address the significant excess hours.

D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

43.1.3 Cllr Campbell **proposed an amendment, seconded** by Cllr Goldsmith that this committee accepts the recommendation from Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, subject to the word 'alleged' being added to recommendation C {that is – 'alleged significant excess hours'}, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Not Agreed. 3 For {PC,GS,RG}, 5 Against {CY,SN,TL,LT,SA}**

43.1.4 Cllr Northam **proposed, seconded** by Cllr S. Alexander that this committee accepts the recommendation from the Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed. 7 For {CY,TL,LT,PC,GS,SA,SN}, 1 Abstained {RG}** **CLERK**

43.2 Making budget provision to accommodate Salary increase due to possible implementation of staff salary regrading due to Job re-assessment report.
Cllr Northam **proposed, seconded** by Cllr S. Alexander that F&GP Committee accepts the recommendation from the personnel committee to make budget provision for a potential salaries increase for the fiscal year 2022/23 (Budget Line 4000) according to the budget supporting paper (£154,000). **Agreed.** **CLERK**
5 For {SN,TL,LT,SA,CY}, 3 Against {PC,RG,GS}

43.3	Decision on HR Support Funding for 2022/23 (Budget Line 4053). Cllr Northam **proposed, seconded** by Cllr Lloyd that this committee accepts the Personnel committee recommendation that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings**. Agreed.**	**CLERK**
F&GP/21/44	**COMMUNITY AWARDS**	
44.1	To agree nominations for SPC 2021 Community Awards. Cllr Northam **proposed, seconded** by Cllr Young that Council accepts both nominations for the 2021 SPC Community Awards. **Agreed**	**CLERK**
	The Chairman then took committee out of confidential session and invited back into the room the three members of the public once more	
F&GP/21/45	**FINANCE MATTERS**	
45.1	Council Projects prioritisation for the 2022/23 SPC Budget discussion. It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year. After a long discussion the committee could not agree to prioritise the projects listed on the supporting paper and chose instead to look at the consolidated budget but remain mindful that the special projects total budget figure would have to be dealt with once more before agreeing the final SPC Budget figures for 2022/23.	**D. CLERK**
45.2	Cllr Northam suggested committee consider agreeing the F&GP committee budget and the whole SPC consolidated budget for 2022/23 at the same time. Committee considered a zero percent increase to the budget, as well as the option to incorporate a £20,000 project budget which would result in a 3.12% increase to the SPC budget precept figure. Cllr Northam also noted that by agreeing the consolidated budget , committee would also be agreeing the F&GP budget. Cllr Northam **proposed, seconded** by Cllr S. Alexander to recommend to full council that SPC accepts the consolidated budget (for 2022/23) as per supporting paper 6.6.3, which includes a Precept figure of £332,357, equivalent to a 3.12% increase in Precept. **Agreed, 4 For (SN,TL,SA,LT), and 4 Against (RG,CY,PC,GS), with the motion being passed on the Chairs casting vote.**	**CLERK**
F&GP/21/46	**PROGRESS REPORT**	
46.1	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee **–** This was discussed at the 10th January Personnel Committee meeting and is due to be discussed further at a Personnel working party.	
46.2	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing**	**CLERK**
46.3	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Committee considered the motion – 'As Cllr Goldsmith, the former chair of F&GP, has stated over the past several months that he is too busy to sign previous minutes, the committee requests the current chair to sign minutes on his behalf'. Committee decided that this now be taken to Full Council so that Standing order 12C could be suspended and that the Chair of the Council be asked instead to sign the minutes as per motion stated above.	**CLERK**
46.4	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing**	**CLERK**
46.5	F&GP/21/6.13 Move emergency reserve monies to a savings account **– Ongoing**	**CLERK**
46.6	F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing**	**CLERK**

46.7	F&GP/21/20.1	Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed **– Ongoing**	**CLERK**
46.8	F&GP/21/30.1	MOU agreement recommendation taken to Full Council **- Ongoing**	**CLERK**
46.9	F&GP/21/31.1	Clerk to convene the FOI review panel **- Ongoing**	**CLERK**
46.10	F&GP/21/32.1	Recommended action from Audit report taken to Full Council **- Ongoing**	**CLERK**
45.11	F&GP/21/32.2	Recommendation for Grant Award policy amendment taken to Full Council - **Ongoing**	**CLERK**

F&GP/21/47 **INFORMATION/CORRESPONDENCE ITEMS**

47.1 None

F&GP/21/48 **DATE OF NEXT MEETING – 15th March 2022 @7.30pm.**

The Chair closed the meeting at 9.43 pm

Signed …………………………………………………. Date 15th March 2022

Here is the link to the video recording of this meeting:-
https://youtu.be/rj3xbGvnuho

The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
Tel. 01903 812042
www.steyningpc.gov.uk

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 15th MARCH 2022 AT 7.30PM

Present: Cllrs Lloyd (Deputy Chairman), Young, S. Alexander, Sullivan, Goldsmith and Norcross.
Clerk: John Fullbrook

Members of the Public in attendance: **5**
Meeting commenced: **7:31 pm**

MINUTES

ACTIONS

F&GP/21/49 **APOLOGIES FOR ABSENCE**
49.1 Apologies received from Cllrs Northam, Trundle and Campbell.

F&GP/21/50 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
50.1 None

F&GP/21/51 **QUESTIONS FROM THE FLOOR**
51.1 None received

F&GP/21/52 **MINUTES OF PREVIOUS MEETING**
52.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the minutes of the meeting held on 11th January 2022 be agreed as a true and fair record of the meeting. **Agreed**

The Chairman brought the following item forward so that a resident could participate in the discussion

F&GP/21/53 **FINANCE MATTERS**
53.1 **To discuss whether all cupboard hire at the Steyning Centre ought to be waived for the year 2020/21 due to Covid as proposed by the Steyning Horticultural Society.** The resident {Mr Charles Ashby} spoke in support of his proposal, and he had sent in two letters. The contents of these letters and other supporting papers were discussed. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee refuses the Steyning Horticultural Society proposal for a rebate. **Agreed 4 For, 2 Against** — **D. Clerk**

F&GP/21/54 **MATTERS ARISING AND ACTIONS**
54.1 Personnel to consider additional staffing resource - **Actioned**

54.2 Agreed staffing budget provision taken to Full Council– **Actioned**

54.3 Agreed HR Support budget taken to Full Council – **Actioned**

54.4 Community Award nomination agreement taken to Full Council **– Actioned**

54.5 Premises to reconsider Dishwasher purchase for this current financial year **- Actioned**

54.6 SPC Budget recommendation for the 2022/23 fiscal year taken to Full Council **– Actioned**

54.7 CCTV renewal taken to Full Council **– Actioned**

54.8 Chairmans function discussions taken to Full Council **- Actioned**

54.9 Youth Service MOU recommendation taken to Full Council **- Actioned**

54.10 Clerk to convene FOI panel **– Actioned**

54.11 Audit action recommendation taken to Full Council**– Actioned**

54.12 Grant award recommendation taken to Full Council**– Actioned**

F&GP/21/55 FINANCE MATTERS

55.1 **To consider four grant requests as per supporting papers.** Cllr Goldsmith queried whether the grant to the Steyning and District Partnership should be agreed if a previous grant for the same event had not been spent as per the terms of the initial request. A Partnership representative was invited to speak (from the audience) to help clarify this issue and confirmed that the money had been spent on website designs – due to Covid – instead of printing but were for the same event. The current grant request was for another project. Cllr Young suggested that to keep in line with the framework and limitations of the budget for grants for the fiscal year 2021/22, that committee considers reducing the amount requested by the Steyning and District Partnership to £200 whilst agreeing all the other three requests. Cllr Norcross **proposed, seconded** by Cllr Young that committee accepts all the grant requests {as per supporting papers – 1. £157 for Steyning Community Orchard's insurance cover: 2. £63 grant to cover room hire for Allotment Associations AGM: 3. £120 for Steyning Area First Responders for annual defibrillator maintenance : 4. £250 Steyning and District Partnership grant to fund publicity materials for the walking festival} - Except that the Steyning and District Partnership grant be reduced to £205 so that the annual budget is not exceeded. **Agreed 5 For , 1 Against.** Cllr Goldsmith said that he would be writing to the external auditors on his disagreement with the conclusion to this item. **CLERK / D. Clerk**

55.2 **To receive notes on the SPC finance position as at end of February 2022 and the Earmarked Reserve List.** The Clerk updated on the current financial position and answered questions arising. Cllr Lloyd requested the wording 'Forecast out-turn for the year' be changed to 'Total Reserves for the Year End'. **CLERK**

55.3 **To approve list of payments**. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the list of payments for December 2021, January and February 2022 be approved as a correct record. **Agreed**

55.4 **I & E Reports**. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander to agree the F&GP Income and Expenditure reports for December 2021, January and February 2022 as a correct record. **Agreed**

55.5 **To agree payment of invoice to Moore External Auditor.** Cllr Norcross raised the fact that £1000 had been spent by the Council, to fund the time for the external auditors to be able to deal with issues raised by an SP Councillor. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that committee agree to pay the invoice for £2,160 inc. VAT**. Agreed** **CLERK**

55.6 **The NALC pay award for the year 2021/22 for salaried staff**. Cllr Lloyd proposed, seconded by Cllr Norcross that committee accepts NALC's proposal for a salary rise of 1.75% to be enacted for as soon as possible, and to come into effect for the March 2022 pay round, which involves the Clerk and Deputy Clerk. **Agreed** **CLERK / D. Clerk**

55.7 **To agree the SPC Projects to be prioritised to be completed by the end of the next fiscal year 2022/23.** The Clerk spoke in support of distributed papers, and committee attempted to prioritise the relevant proposed projects in respect of the limitations of the total project funds available – that being £20,000 for 2022/23. Clerk to speak with the cricket club to understand if they were able to co-fund the concrete apron project, for further discussion at a future meeting. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the top four priority projects for the 22/23 year are to be the Clock Tower maintenance, the re-vamping of the Steyning Centre Sound system, the upgrading of the Steyning Centre security cameras and the audio-visual system and that these projects would likely total £20,000. **Agreed** **CLERK** **CLERK**

55.8	**The committee received notification that monies from the Joint Parishes Cemetery Committee Accounts are to be transferred to the Steyning PC accounts, but held in a separate budget, as per Internal Auditors advisory**. The Clerk advised that the money would still be held in an account with the Upper Beeding Parish Council, but the amount would no longer be registered on their reserve accounts, rather SPC would be notified as to the amount and would then register it as part of SPC Earmarked reserves. – The Amount likely to be in the region of £50,000 with the accurate figure being sent to SPC at Years End.	**CLERK**
F&GP/21/56	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
56.1	The Clerk updated on the Data protection and Freedom of information requests. In the last six-month period, there were three FOI requests which have been responded to, and four FOI review requests also responded to – These have now been published on the Web Site	**CLERK**
F&GP/21/57	**GOVERNANCE ITEMS**	
57.1	**To agree the Neighbourhood Wardens contract as per supporting papers**. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that committee approve of the Neighbourhood Wardens Contract and Memorandum of Understanding being signed subject to the dates being amended accordingly. **Agreed**	**CLERK**
57.2	**To agree the increase to street cleaner payment as per terms and conditions of contract.** Cllr Norcross raised the question as to why the contract included such a high annual increase to cleaner payment as per UK consumer index which this year was 5.5%. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the committee agrees the increase to the Street Cleaner contract of 5.5% as per supporting papers**. Agreed**	**CLERK**
57.3	**To approve the SPC Financial Risk Assessment.** No amendments were put forward from the last years agreed assessment. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that committee approves the SPC financial risk assessment as per supporting papers. **Agreed** The Clerk stated that the Risk Assessment SPC internal controls had been recently completed.	**CLERK**
57.4	The Clerk notified committee that the dates for 'End of Year' finance reconciliation by Rialtus would be the 26th May '22, and by the Internal Auditor of the SPC finances for the Year 2021/22 would be the 31st May '22.	
F&GP/21/58	**PROGRESS REPORT**	
58.1	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing –** Cllr Lloyd to provide Clerk with further details	**CLERK**
58.2	F&GP/20/46.3 Outstanding signage of draft SPC minutes taken to Full Council - **Ongoing**	**CLERK**
58.3	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing**	**CLERK**
58.4	F&GP/21/6.13 Move SPC emergency reserve monies to a savings account **– Ongoing**	**CLERK / Cllr Goldsmith**
F&GP/21/59	**INFORMATION/CORRESPONDENCE ITEMS**	
59.1	Cllr Goldsmith raised a question, whether the Steyning Festival organisers were asking for any financial assistance. Nothing was presently forthcoming.	
F&GP/21/60	**DATE OF NEXT MEETING – 10th May 2022 @7.30pm.** The Chair closed the meeting at 9.21 pm	

Signed ………………………………………………….   Date 10th May 2022
Chair

Here is the link to the video recording of this meeting:- https://youtu.be/OhLdOY0gVcQ

Steyning PARISH COUNCIL

The Steyning Centre
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH OCTOBER 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Simon Alexander, Bell and Ian Alexander

Members of the public: 39 – including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/79 **APOLOGIES**

791 Apologies were received from Cllr Rudkin

P21/80 **DECLARATIONS OF INTEREST**

80.1 There were declarations of interest from councillor Bell to item 85.2 as he lives nearby.

P21/81 **QUESTIONS FROM THE FLOOR** -

81.1 There were questions, statements, concerns and objections made by the members of the public attending the meeting concerning item 85.1 (which was brought forward by the Chairman to item 83.1) the outline planning application for Land North of Glebe Farm and Kings Barn Lane.

- The level of development proposed would be unsustainable with the current infrastructure of water neutrality.
- Sewage facilities are inadequate to cope with the proposed development.
- Not enough school provision and medical facilities in the town to cope with the proposed housing/population increase.
- The land is Farm Land - would prefer developments to be carried out on Brownfield sites.
- River Adur would struggle to cope with any further surface water that would be increased by the proposed development and could lead to flooding.
- Further concerns centre on the amount of increased traffic to the town and neighbouring roads specially to Castle Lane which is a single- track lane.
- Concern that a new access will be created opposite Roman Road where the proposed emergency access point is designated to be.
- Concerns that a further roundabout on the by-pass will slow the traffic and cause further bottlenecks in rush hour to Steyning, Bramber and Shoreham.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment why has this changed.
- Concerns for pollution and access to the site together with the land being adjacent to a (potential) flood plain.

- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Concern that buildings are being built close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets with this development plan
- There has been very little public consultation carried out with residents, Schools and Health centre concerning this development and the increase in population in the town.

81.2 Cllr Northam informed the members of the public that the committee are unable to answer any of the questions as the parish council are only consultees for HDC, who are the Planning Authority, and only see the same plans and have the same information as the public.

81.3 Cllr Ian Alexander informed the public that Richborough Estates are not the developers, if planning permission is agreed they will hand it over to developers and its very likely that the outline plans which have been received would be altered.

P21/82 **MINUTES** – to agree minutes of the last meeting on Monday 27th September 2021

82.1 Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 27th September as a true and fair record of the meeting. **Agreed** 7 for and 1 abstention

P21/83 **The Chairman brought forward the discussion for item 85.1 concerning the Glebe Farm planning application**.

83.1 **Land North of Glebe Farm and Kings Barn Lane – to discuss and agree a response to HDC to the following outline planning application.**
DC/21/2233 – Land North of Glebe Farm and Kings Barn Lane - outline application for up to 265 dwellings, demolition of no. 37 Kings Barn Lane to provide new pedestrian / cycle / emergency link, provision of vehicular access from the A283 Steyning By-Pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. All matters reserved except for vehicular access from A283.
Cllr Ian Alexander **proposed, seconded** by Cllr Young that the committee **REJECT the outline planning application, and write a supporting letter to include information given during the meeting this the evening.**
Deputy Clerk to write the objection and send to the committee for comments. d/clerk
(NB.The sent objection is attached to these minutes as Appendix 1)

The members of the pubic thanked the committee for their time and support and left the meeting.

P21/84 **MATTERS ARISING AND ACTIONS**

84.1 72.1 – The IT Contractor has been working on a solution for microphones. New equipment has been purchased and set up by the IT contractor. The equipment is being tested at this meeting. d/clerk

84.2 75.3 – PCSO's and Wardens be requested to move forward to issuing CPW's to those that have already received banning letters from the Council. Letter sent to the PCSO's and Wardens. **Actioned**

84.3 75.4 – Pictures of the vandalism that happened at the Steyning Centre to go on the web site - **Actioned.**

84.4 77.1 – Agenda an item for the budget process – **see item 89.1**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

P21/85 **PLANNING APPLICATIONS**

85.1 **DC/21/2179 – 30 Middle Mead** - Erection of a single storey front and side/rear extension
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**

85.2 **DC/21/2050 – 8 Church Mead** – Surgery to 1 x Sycamore
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**

85.3 **DC/21/2340 – 75 High Street** – Fell 1 Leylandii
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**

85.4 **DC/21/2343 – 6 Gatewycke Terrace, Tanyard Lane** – Surgery to 1 Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**

85.5 **DC/21/2216 – 57 Coombe Road** – Removal of existing side utility room projection, erection of a replacement single storey side utility room extension and enlargement of existing garage.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**

P21/86 **LATE PLANS**

86.1 **DC/21/2259 – Doves Place, Coxham Lane** - Fell 1 Beech and surgery to 1 Beech
Cllr Hanson **proposed, seconded** by Cllr Young No Objection. **Agreed**

86.2 **DC/21/2384 – The Chestnuts, Twittenside, Penfold Way** – Surgery to Leylandii Hedge
Cllr Simon Alexander proposed, seconded by Cllr Ian Alexander No Objection. Agreed

P21/87 **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED

87.1 **DC/21/1030 -39 Shooting Field** - Extensions and alterations to existing garage to create pitched roof containing 4 rooflights, with installation of weatherboarding and new window and door openings at ground floor level.

87.2 **DC/21/1800 - 27 Newham Close** - Retrospective planning application for the erection of a log cabin style outbuilding in the rear garden.

87.3 **DC/21/1801 - 2 Rosemary Avenue** - Erection of a single storey front extension.

87.4 **DC/21/0515 - 95 High Street** - Installation of 2no. replacement windows and erection of a detached rear garden building (Householder Application).

87.5 **DC/21/1559 - 69 Kings Barn Lane** - Erection of a two storey side extension, single storey rear infill extension and first floor rear extension incorporating a balcony/deck area.

P21/88 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

88.1 **Bookings update** – October has been another good month for bookings. The Drama Club have restated their rehearsals to put on a production next weekend. The Heber Opera and Kaleidoscope Singers have had events this month. There has been another new Pilates class started. The income for the month is £7,143.36.

88.2 **Film nights update** – the film was Nomadland - there were 66 people attending the film. There was a profit of £1.83 from the tickets and wine sold. The next film is The Father Tickets are on sale and so far 20 tickets have been sold.

88.3 **LED Lighting 2nd Phase** – The Contractor has carried half of the phase 2 LED lighting the ladies gents and disabled toilets, the outside security lights, and the balcony and boiler room have all been completed. Coombe Court, committee room 3, the disabled toilet, the kitchens and store cupboards are booked in to be done next week depending on supplies being available. This will complete the change to LED lighting at the Steyning Centre. There is no phase 3.

88.4 **High Street Toilets** – to discuss reverting back to normal cleaning regime now that Covid restriction have been lifted. The original regime is one clean per day from October to March (Winter months) and 2 cleans per day from April to September (summer Months) Extra cleaning is always carried out on the May fair day and Christmas late night shopping and is also arranged for any other town event being held in the High Street.

Cllr Northam proposed, seconded by Cllr Hanson to move from 3 cleans a day to 2 cleans a day and ensure that wiping down toilets, sinks, surfaces and door furniture done at every clean. Agreed. D/clerk

88.5 **Boundary Fence** -The fence at the back of Steyning Centre has been vandalised and is also rotting. A price is awaited for the repairs to be done. As the back is also being used as a short cut by the youths it is planned to have 3 close-board panels in an attempt to stop them using it. The Clerk is able to agree a quote up to £1000.00 and therefore if the amount is below this the fencing can be carried out. Clerk

P21/89 FINANCIAL REPORT

89.1 **Budget – 2022-23** – To discuss initial thoughts of items/requirements to be considered for next year's premises budget - It was noted that the Flooring in Coombe Court and Saxon room will require sanding and polishing in 2022. The dishwasher is starting to show signs of wear and tear and will require replacing in the next year or so. Other items suggested for a wish list are d/clerk

- Replace committee room curtains with blinds
- New tables for the committee rooms
- Make the foyer more up to date and inviting
- A re-vamp of the sound system
- A re-vamp of the security cameras around the Steyning Centre

89.2 To discuss and agree a request to have an external double plug socket at the bus shelter for use for the Christmas lighting, late night shopping and farmers market. Cllrs commented that the plug socket should be lockable and be able to be switched on and off from the store cupboard at the toilets and must have ICD protection.

Cllr Hanson **proposed, seconded** by Cllr Ian Alexander that providing the above comments are followed to delegate to the Deputy Clerk to arrange for the work to be done up to the value of £300. **Agreed.** d/clerk

P21/90 CORRESPONDENCE/INFORMATION.

90.1 Gatwick Airport are holding a Northern Runway Public Consultation which started on 9th September and ends 1st December 2021. The office received this information on 14th October from Gatwick Airport. The notice is on the Parish Council website and the Steyning Centre notice board and the community noticeboard in the High Street.

90.2 Cllr Ian Alexander informed that he had been invited to look round the Church Street ex Grammar School site where there are proposed plans for a small development of 29 dwellings for persons over the age of 55 and a community room. The property fronting in Church Street will not be changed.

P21/91 DATE OF NEXT MEETING - Monday 22nd November 2021 at 7.30pm

The Meeting closed at 8.55pm

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

Appendix 1
The Objection sent to Horsham District Council.

Reasons for Objection: Overdevelopment and unsustainable with the current infrastructure and water neutrality, increased flooding risk and concerns with highway access and increased traffic (see comments below)

- Water neutrality has not been taken into consideration
- There is a chalk stream on the northern boundary which is important to the eco system water run- off from the proposed development would destroy it.
- The land is adjacent to a flood plain and the river Adur being tidal would struggle to cope (during heavy rain and spring tides) with the increased surface water produced with the proposed development and could lead to local and downstream flooding.
- Sewage facilities are currently operating beyond original capacity and would be unable to cope with additional demand from the proposed development.
- School provision and medical facilities in the town are also at capacity without taking into consideration the additional proposed housing/population increase.
- Glebe Farm is currently farm-land - and government advice is currently to develop Brownfield sites ahead of Greenfield sites.
- There are further concerns centred on the amount of increased traffic to the town and neighbouring roads specifically those which are single- track lanes.
- There are concerns that an additional access to traffic will be created opposite Roman Road where there is a proposed emergency access point.
- The proposed by-pass roundabout whilst slowing traffic speed, is likely to create rush hour bottlenecks with resulting increased pollution.
- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment in December 2018.
- The proposed buildings would be close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets including the provision of alternative energy and heating services within this development plan
- There has been very little public consultation carried out with residents, Schools and the medical centre concerning this development proposal and the resulting significant increase in the town population.

Comments:
The Planning Committee of Steyning Parish Council is delegated by the council to consider and make recommendations to Horsham District Council (HDC) and/or South Downs National Park Authority (SDNPA) on local planning applications and on other planning issues which may impact on the Parish.
The Committee has received representations from a number of residents both in writing and at a recent public committee meeting and is taking these into account in making the following comments, which in its own best judgement reflects the needs of the community as a whole.

Overdevelopment in Steyning
Two recent housing needs assessments have independently arrived at a figure of around 165 homes being required in the parish between the present day and the NP Planning horizon of 2035. At 265, the number of homes proposed in this planning application is well in excess of the stated needs; and furthermore, the developments already proposed at the former Grammar School site in Church Street and at Shooting Field will contribute significantly

towards the 165 homes required, seriously exacerbating the overdevelopment that will result should this planning application succeed.
No consideration appears to have been given as to how local services will cope with such a sizeable increase in the population of Steyning likely to arise from this development. Many residents are concerned about this and given the experience of many it is hard to see how the schools and the local health services can accommodate much in the way of increased demand.
No housing type mix has been provided by the applicant. HDC has submitted a clear statement of the current demand (148 units) broken down into 1-bed, 2-bed, 3-bed and 4 or more bed units. Notwithstanding our objection, if the planning authority is minded to approve an application for development on this site, it should be a pre-condition that the developer commits to matching the unit mix in current demand as identified by HDC.

Highway Access and Parking
The main (and claimed to be the only) vehicle access to the development, emergency services excepted, being from the A283, raises concerns over the safety of both road traffic and pedestrians, especially but not only in relation to access to and from school. With the closure of the Church Lane school site, the pedestrian route between the school and the new development will be most likely exclusively by crossing the A283, a fast and busy road on which traffic can be somewhat unsighted due to the gradual bend in the carriageway and the roadside vegetation.
The addition of a roundabout at the A283 access point is no doubt an expensive feature of the development. The council wonders whether the expense of the roundabout has led to the apparently excessive scale of this development?
The siting of a pedestrian and emergency services access point almost immediately opposite Roman Road, raises concerns that this may eventually become a second vehicle access point. This must be vehemently resisted for the following reasons. The route to the village over the Kings Barn Lane bridge, leads onto a narrow and sharp bend where Jarvis Lane becomes Cripps Lane. This is a dangerous corner even with current levels of traffic and it is not unknown for vehicles to have to mount the kerb to avoid oncoming traffic. Kings Barn Lane itself is usually restricted to a single line of traffic due to kerbside traffic and is unsuitable for any increase in traffic levels without a severe risk to road safety. The route to the A283 south from Kings Barn Lane would lead traffic down Roman Road and into Castle Lane, a single narrow lane with limited passing places with drivers unsighted due to the bend in the road and the hedgerows. This road is already made dangerous by the mix of pedestrians including dog walkers and parents with pushchairs, runners and cyclists who insist on using this road instead of the slightly longer Downs Link footpath running alongside the A283.

Water Neutrality
We see no evidence that the proposed development meets the requirements of the position statement on water neutrality issued by Natural England. The application should be rejected unless and until a binding statement of water neutrality is provided by the applicant.
We also see no evidence that the current sewerage provision and SuDS will be able to accommodate the increased demand and water run-off. Anecdotal evidence suggests that failures have already been observed at times of heavy rainfall.

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND NOVEMBER 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Parsons and Ian Alexander

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/92	**APOLOGIES**	
92.1	Apologies were received from Cllrs Bell and Rudkin	
P21/93	**DECLARATIONS OF INTEREST**	
93.1	There were no declarations of interest from councillor	
P21/94	**QUESTIONS FROM THE FLOOR** -	
94.1	Russell Barnes informed that he is the agent for item 83.1 and is happy to answer questions at that time.	
P21/95	**MINUTES** – to agree minutes of the last meeting on Monday 25th October 2021	
95.1	Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 25th October as a true and fair record of the meeting. **Agreed**	
P21/96	**MATTERS ARISING AND ACTIONS**	
96.1	**83.1 – DC/21/2233 - Land North of Glebe Farm and Kings Barn Lane –** Send Objection to HDC **– Actioned** Richborough Estates have informed that arranging a meeting before Christmas is proving difficult for them and have requested to rearrange for a date early in the New Year. Deputy Clerk to respond and request dates for early in the New Year.	D Clerk
96.2	**84.1 –** New equipment tested at the last meeting. **– Actioned -** The camera and microphones and the new software for the recording of meetings is working very well and producing good quality recordings that are placed on the spc website.	
96.3	**88.4 – High Street Toilets -** Return to 2 cleans per day from 3. **Actioned.** Extra cleans will be in place for the late night shopping on 1st December.	D Clerk
96.4	**88.5 - Boundary Fence at back of centre –** Close board fence at the back of the centre has been done and no further trespassing has been noted on the camera. **Actioned** The work to repair the fence from the side gates to the new close board fence is quoted at £733.00 for material and labour this will carried out as soon as possible.	D Clerk
96.5	**89.1 – Budget 2022-23 -** Create wish list for budget items **- see item 89.2**	
96.6	**89.2 – Double Plug Socket at Bus Shelter -** Quote receive for £290.00 and the work has been requested to be done as soon as possible.	D clerk

P21/97 **PLANNING APPLICATIONS**

97.1 **DC/21/2394 – 141 Shooting Field** – Demolition of 2 x residential dwellings and all ancillary structures. Construction of 14 x 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**

97.2 **DC/21/2370 – Foxhall Farm, Kings Barn Lane –** Erection of a single storey oak framed orangery to the rear.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

97.3 **DC/21/2392 – Chestnut Cottage, 57 Goring Road –** Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

97.4 **DC/12/2362 – 3 Dukes Yard –** Creation of a rear dormer to replace existing rooflights and enlargement and alterations to 3 dormers to the front and rear. Conversion of part integral garage to form home office. Alterations to fenestration and associated external alterations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**

97.5 **DC/21/2488 – 2 Old Market Square, Station Road –** Surgery to 1 Ash Tree (works to trees in a conservation area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection** - the committee noted that there is not a TPO one this tree and do not consider that it requires one. **Agreed.**

97.6 **DC/21/2414 – 4 Elm Grove Terrace, Elm Grove Lane** – Conversion of loft and installation of rooflights to front and rear
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

97.7 **DC/21/2507 – 7 Penlands Rise** – Demolition of existing garage and erection of a single storey side extension. Loft conversion incorporating creation of a rear dormer, installation of front and rear rooflights
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed**.

97.8 **DC/21/2493 & 94** – **12 Church Street** – Removal of non-original walls and partitions, installation of replacement and 1 new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in living room, replacement of clay pegs-tiles of main roofs eastern slope, in-filling of 2 side facing window openings and installation of 3 conservation area style skylight windows, demolition of ground storey floor storey height chimney-breast within kitchen, restraint of eaves level of the first-floor storey height of right flank wall, remedial works and replacements to rotted timbers of right flank wall, removal of eastern wall and internal wall of rear store, installation of w.c and wash –hand basin in cloakroom en-suite to first floor front bedroom, and construction of timber framed rear storm-porch (Householder and listed LBC)
Cllr Trundle **proposed, seconded** by Ian Alexander **No Objection. Agreed**

97.9 **DC/21/2495 – The Mount, Roman Road** – Variation of condition 1 of previously approved application DC/21/0715 (extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2 dormers and construction of a rear dormer) to allow for alterations to the roof design.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **No Objection. Agreed**

97.10 **DC/21/2425 – Honeys 25-27 Church Street** – installation of rooflight to rear elevation (LBC)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 5 for and 1 abstention.

P21/98 **LATE PLANS**

98.1 **DC/21/2524 and 2525 – Lloyds Bank TSB, 37 High Street** - Variation of Conditions 1,3, 4,5,6,7,8 and 10 to previously approved application DC/20/0622 (Conversion of building to 4 flats and ground floor commercial space (Class A1) conversion of barn to form a 2 bed detached dwelling, with all associated external works, refuse storage and cycling storage (Full Application) to allow for amendments to the layout of the main building and rewording of all other conditions to allow development of the rear barn to be commenced independently to the main building, and vice versa, subject to the relevant information for the conditions to be submitted and approved.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection Agreed** 5 for and 1 objection.

98.2 **DC/21/2149 - St Andrews Parish Church Vicarage Lane** - Installation of four lamp posts along the church footpath and two lanterns fixed to the church building - one above the south porch doors and one on the southeast corner of the south aisle and four flood lights to illuminate stained glass windows.
Cllr Ian Alexander **proposed, seconded** by Cllr Northam **No Objection Agreed**.

P21/99 **ENFORCEMENT NOTIFICATIONS**

99.1 **EN/21/0503 21/10/2021 91 Penlands Vale, Steyning** - Alleged: removal of section of boundary wall and excavation of concrete and soil from rear of property

P21/100 **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED

100.1 **DC/21/2019 -2 Newham Lane -** Erection of a front porch and single storey side extension, with alterations to existing rear extension.

100.2 **DC/21/1562 - Claytiles Bostal Road** - Surgery to 1x Ash Decision

100.3 **DC/21/1536 - The Beeches Coxham Lane** - Replacement of all existing windows with casement windows.

100.4 **DC/21/1995 - The Beeches Coxham Lane** - Erection of a 2 car oak framed garage with tiled roof Decision: **DC/21/2056 - 4 Saxon Road =-** Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight.

100.5 **DC/21/2098 - 27 High Street -** Internal alterations with erection of a stud partition to create a W.C (Listed Building Consent).

100.6 **DC/21/2150 - Church of St. Andrew and St. Cuthman Vicarage Lane** - Erection of 1x non-illuminated free-standing sign.

100.7 **DC/21/2340 - 75 High Street -** Fell x1 leylandii (Works to trees in Conservation Area)

100.8 **DC/21/2179 - 30 Middle Mead** -Erection of a single storey front and side / rear extensions.

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100.9 **DC/21/2343 - 6 Gatewycke Terrace Tanyard Lane** - Surgery to 1 x Ash (Works to Trees in a Conservation Area)

WITHDRAWN

100.10 **DC/21/2108 - Hammes Farm Washington Road** - Conversion of open barn to an annexe, including new ridge height and rear dormers

REFUSED

100.11 **DC/21/1614 - 95 High Street-** Erection of an entrance porch at the rear of the property (Householder Application).

100.12 **DC/21/1615 - 95 High Street** - Erection of an entrance porch at the rear of the property (Listed Building Consent).

P21/101 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

101.1 **Bookings update** – this month there has been some weekend annual events returning, the Craft Fair, the Holistic Fair, The Piscatorial Society and also a fund raising event for the Steyning Museum. The income for the month is £5,914.90.

101.2 **Film nights update** – the film was The Father - there were 57 people attending the film. There was a loss of £52.67 from the tickets and wine sold. The next film is Dream Horse in January Tickets are on sale from the office. D clerk

101.3 **LED Lighting 2nd Phase** – The Contractor is due to complete the works for phase 2 of the LED lighting on 25th November

101.4 **Projector** - The Panasonic projector, purchased over 10 years ago, has failed on the last 3 occasions of use. It is no longer compatible with up-to-date laptops. The IT Contractor has given advice for a projector with a higher resolution and built- in processor at a cost of £450.00. This will be purchased under the Clerks delegated expenditure allowance. D clerk

P21/102 **FINANCIAL REPORT**

102.1 **Income and Expenditure for September and October –** The information was unavailable for this month

102.2 **Budget – 2022-23 -** The budget figures for 2022 – 23 and a briefing note were tabled for discussion.

Cllrs queried if the gas is on a fixed or variable rate and felt that the budgeted amount should be increased from £3,500 to £4,500 to cover the expected rise in gas prices.

Cllrs discussed the age of the Steyning Centre and major items that will be requiring maintenance or replacement in the near future such as the roof, windows, partition doors and solar panels.

It was suggested that a new line should be created within the budget expenses for Earmarked Reserves for the major items at the Steyning Centre. The first amountfor this would be £5,000 from the income over expenditure line on the proposed budget and there should be an amount added each year so that there is a sum of money available for major items in the future. D clerk

Cllr Trundle **proposed, seconded** by Cllr Young that the draft budget figures be accepted and put forward to F&GP subject to an increase to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. **Agreed**

102.3 Cllrs discussed the project wish list for 2022-23 and prioritised it as follows

1. Saxon and Coombe Court flooring in the region of £4,000 to £5,000
2. Dishwasher –cost to supply and install from Catercraft (the company that are contracted to service our kitchen equipment) is in the region of £4,500.
3. A re-vamp of the sound system - £4,500
4. A re-vamp of the security cameras around the Steyning Centre – £2,000.00 D clerk

Replace committee room curtains with blinds, in the region £400.00, was not placed in the priority list but it was suggested that they should be done with any left over budget money at the end of March 2021.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to agree the priority list for the projects and recommend it to F&GP on 14th December. **Agreed.** D clerk

P21/103
103.1 **Partition Service** - to discuss and agree to undertake the service to the partitions – the service was last done in 2017. the cost for a service and maintenance is £455.00.
Cllr Hanson **proposed, seconded** by Cllr Trundle to order the service to the partitions. **Agreed.**

P21/104
104.1 **CORRESPONDENCE/INFORMATION**.
Cllr Ian Alexander informed that he had done the walk about with the Steyning Society for the Historic Buildings project. The Steyning Society requested help from the Parish Council with the letters to be sent to all the properties that are on the list of historic buildings. Cllr Alexander
Cllr Ian Alexander to clarify with the Steyning Society exactly what help is required.

P21/105 **DATE OF NEXT MEETING** - Monday 13th December 2021 at 7.30pm

The Chairman closed the meeting at 9.35pm

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 13TH DECEMBER 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Parsons and Ian Alexander

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/106 **APOLOGIES**
106.1 Apologies were received from Cllrs Bell, Northam and Rudkin

P21/107 **DECLARATIONS OF INTEREST**
107.1 There were no declarations of interest from councillor.

P21/108 **QUESTIONS FROM THE FLOOR** -
108.1 None.

P21/109 **MINUTES** – to agree minutes of the last meeting on Monday 22nd November 2021
109.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 22nd November as a true and fair record of the meeting. **Agreed**

P21/110 **MATTERS ARISING AND ACTIONS**
110.1 **96.1** Request dates for a meeting for the new Year with Richborough – A date of 12th January was offered. Some of the committee members were unable to make the date. Deputy Clerk to request a choice of dates and to ask for an evening meeting. D Clerk
110.2 **96.5** The fence at the side of Steyning Centre is now completed **– Actioned**
110.3 **96.6 –** Double Plug Socket at Bus Shelter is done - **Actioned**
110.4 **101.4 –** A new Projector was ordered and received**– Actioned**
110.5 **102.2 Budget 2022-23 -** Budget to be recommended to F&GP subject to an increase from £3,500 to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. - **Actioned** -The committee suggest that the electricity and water budgets should also be considered for increase at the F&GP meeting. D Clerk
110.6 **102.3 -** Blinds to be purchased with left over budget up to the value of £400.00 - **Ongoing**
110/7 **103.1 -** The partition service has been ordered for 21st January **- Actioned**
110/8 **104.1 –** Update on Historic Buildings project - Cllr Ian Alexander reported that he had been on a walk of historic buildings with Sean Rix, HDC Conservation Officer, and the Steyning Society. The Conservation Officer was happy with the selected buildings and walls to be put on the register. The next steps will be that the register, once completed, will come to the Parish Council for approval, and if agreed, a letter will be sent to inform the owners that their property has been selected for the Historic Buildings Register. Following

this process the register will be published by HDC and Steyning Parish Council.

P21/111	**PLANNING APPLICATIONS**

111.1 **DC/21/2597 – Foxhall Farm, Kings Barn Lane –** Creation of External walls to existing barn building**.**
Cllr Trundle **proposed, seconded by** Cllr Hanson **No Objection. Agreed**

111.2 **DC/21/2614 – Westonbrook, Saxon Road –** Surgery x 3 Horse Chestnut
Cllr Trundle **proposed, seconded by** Cllr Parsons **No Objection. Agreed**

111.3 **DC/21/1970** - **Hammes Farm Washington Road** - Erection of a two storey side extension
Cllr Trundle **proposed, seconded by** Cllr Ian Alexander **No Objection. Agreed**

111.4 **DC/21/2539 - Green and Healthy, 70 High Street** - Installation of an air conditioning unit to the western internal wall, with ducting leading to an external unit positioned at the rear (Listed Building Consent)
Cllr Trundle **proposed, seconded by** Cllr Ian Alexander **No Objection. Agreed**

111.5 **DC/21/2692 - 6 Penlands Vale** - Construction of a front facing dormer.
Cllr Trundle **proposed, seconded by** Cllr Parsons **No Objection. Agreed** 4 for and 1 Objection.

111.6 **DC/21/2598 – Dukes House, 1 Dukes Lane -** Demolition of existing conservatory and erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**

P21/112 **AMENDED PLANS**

112.1 **DC/21/1069 – 28 Portway -** Erection of new boundary wall, with timber inserts, to north, south and Western boundaries.

112.2 **DC/21/1620 – Barclays Bank PLC** - 40 High Street -Change of use of first floor from offices (Use Class E)
Cllr considered the amendments and felt their original comments of **No Objection** did not require changing.

P21/113 **LATE PLANS**

113.1 **DC/21/2731 – 72 Kings Stone Avenue** – Erection of a single storey and rear extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

113.2 **DC/21/2732 – Dukes House, 1 Dukes Lane** - Reduction and alteration to existing pool room building to create a studio and associated landscaping
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed**

P21/114 **ENFORCEMENT NOTIFICATIONS**
None at the time of printing

P21/115 **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED

115.1 **DC/21/1389** - **The Maltings Church Street -** Part demolition of existing garage and conversion of remaining into a utility room with associated works. Erection of single storey rear extensions and a first floor extension.

115.2 **DC/21/2216 - 57 Coombe Road -** Removal of existing side utility room projection, erection of a replacement single storey side utility room extension and enlargement of existing garage.

115.3 **DC/21/2423 - 47 Goring Road -** Non Material Amendment to previously approved application DC/20/0021 (Erection of a two storey side extension and basement) to allow for the removal of a door and installation of a window to the East elevation

P21/116 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

116.1 **Bookings** - The expected income up to the end of December is £4,583.72. there has been 3 cancellations since the omicron variant was announced. All were to be held in Coombe Court and were planned to have more that 80 persons attending.

116.2 **Film nights** - There was no film in December as it would have clashed with the late night shopping. The film for January is Dream Horse. The new regulations state that masks must be worn and when people are buying tickets they will be informed of the new rules.

116.3 **LED Lighting** 2nd Phase - the completion of the 2nd phase has been delayed due to staff shortages due to covid illnesses.

116.4 **Bus Shelter** – letter from a volunteer driver for Steyning Mini Bus Association sent to all committee members for discussion at the meeting. Cllrs discussed the need for a ramp and to make the bus shelter accessible. The Deputy Clerk to speak to HDC for permission to carry out work and if they can advise a way forward with the work and if grants would be available for the work. D clerk

116.5 **High Street Toilets** – there has been some vandalism in the last 10 days. Toilet rolls have been put down the toilet to cause blockages. The plumber has been required to attend blockages 3 times in 1 week recently. New dispensers have been ordered that dispense sheets of paper instead of toilet rolls in an attempt to stop the destruction. D clerk

P21/117 FINANCIAL REPORT

117.1 **Income and Expenditure for September and October –** to accept the reports as a correct record of the finances.

Cllr Trundle **proposed, seconded by Cllr Ian Alexander** that the Income and Expenditure report be accepted as a true record of the September Income and Expenditure **. Agreed**

117.2 **Budget – 2022-23** – A quote from Smartwood Flooring has been received. It was noted that the floors would now benefit from a sand and seal to get to the deeper scratches and preserve the floor for longer.

Cllr Trundle **proposed, seconded** by Cllr Hanson to have a polish and 2 coats of sealant at the quoted price of £3,7300 for 2022 and to budget over the years of 2022/23 and 2023/24 to have the sand and seal in 2024 in the region £9,220. **Agreed.** D clerk

P21/118 CORRESPONDENCE/INFORMATION.

118.1 None

P21/119 DATE OF NEXT MEETING - Monday 24th January 2022 at 7.30pm

The Chairman closed the meeting at 8.25pm

Signed ……………………………………………………………. Chairman - 24th January 2022

Link to the meeting https://youtu.be/n-vbqf8V4w8

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH JANUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Parsons, Northam and Ian Alexander

Members of the public: 11 members of public

Clerk – Hazel Roxby

MINUTES

P21/120 **APOLOGIES**

120.1 Apologies were received from Cllrs Bell and Rudkin

P21/121 **DECLARATIONS OF INTEREST**

121.1 There were no declarations of interest from councillors.

P21/122 **QUESTIONS FROM THE FLOOR** -

122.1 A resident from the Furlongs made a representation and objection to planning application DC/21/2784 – 7 The Furlongs on behalf of himself and the other residents of the Furlongs and Penlands Rise.
The Chairman thanked him for his comments and informed she would bring the item forward for discussion at the beginning of item P21/125.

P21/123 **MINUTES** – to agree minutes of the last meeting on Monday 13th December 2021

123.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 13th December as a true and fair record of the meeting. **Agreed**

P21/124 **MATTERS ARISING AND ACTIONS**

124.1 **110.1** Request dates for an evening meeting for the new Year with Richborough, preferably an evening meeting **– Actioned. Email request sent on 21st December and followed up with a reminder on 14th January.** Email received that Richborough could do a meeting on 27th January in person or could do 26th January via zoom. Both dates were not convenient, Deputy Clerk to request dates for February. **D/Clerk**

124.2 **110.5 Budget 2022-23 -** The Committee suggest the electricity and water budgets for the Steyning Centre should be considered for an increase. **Actioned**

124.3 **110.6 -** Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing**

124.4 **110.8 – Update on Historic Buildings project -** Cllr Ian Alexander informed that at present there is no update as the author of the report has been unwell. **Cllr I Alexander**

124.5 **116.4 – Bus Shelter ramp** –HDC have sent a response to request a ramp be installed at the bus shelter **- See Item 10.4**

124.6 **116.5 – High Street Toilets** – Following more blockages at the toilets, a drain unblocking specialist was called in to clear the blockage. **Actioned.** Toilet paper dispensers instead of toilet rolls have now been installed to hopefully prevent any further issues. **Actioned**

124.7 **117.2** – **Book agreed floor polish and 2 coats of sealant for 2022** **Actioned.** Booked for 8th to 12th August, Customers that will be affected have been informed.

P21/125 **PLANNING APPLICATIONS**

The Chairman brought Item 6.3 on the agenda forward for discussion as the members of the public were In attendance for this item.

125.1 **DC/21/2784 – 7 The Furlongs –** Erection of a detached dwelling together with associated driveway and parking.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **OBJECTION due to loss of privacy to neighbours. The proposed plan is out of keeping with the street scene**. **Agreed**
(4 for and 2 abstentions).
Members of the public left the meeting.

125.2 **DC/21/2758 – 31 Penfold Way** – Variation of condition 1 of previously approved application DC/17/1163 - (Demolition of existing garage, erection of 1 dwelling and alterations to Existing access) to allow for amendments to the approved scheme.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection**. **Agreed** (4 for and 2 Abstentions).

125.3 **DC/21/2749 – 4 High Street** – Removal of Condition 2 of previously approved application DC/19/2230 -(Retrospective application for the installation of air conditioning units within A dental practise) relating to the air conditioning units.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **No Objection**. **Agreed.**

125.4 **DC/21/2771 – Lavengro., Wykeham Close –** Conversion of loft into habitable living space, incorporation creation of a rear dormer and installation of 1 rooflight to side.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**.

125.5 **DC/21/2868 – 22 Newham Lane –** Demolition of existing conservation and erection of a single storey rear extension. Erection of a single storey side porch extension with relocated door and single storey front in extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2 side dormers and installation of rooflights to all elevations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**

125.6 **DC/21/2539 – Green and Healthy, 70 High Street –** Installation of an air conditioning unit to the western internal wall, with ducting leading an external unit positioned at the rear. LBC.
Cllr Trundle **proposed, seconded by** Cllr Northam **No Objection. Agreed.**

125.7 **DC/21/2666 19 Roman Road –** Erection of a first-floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3 front rooflights**.**
Cllr Trundle **Proposed, seconded** by Cllr Alexander **No Objection. Agreed**.

P21/126 **LATE PLANS**

126.1 **DC/22/0030 – 5 Penfold Way** – Demolition of existing detached garage of a single storey side and rear extension. Erection of a front porch.

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Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

Cllr Hanson **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 abstentions).
Cllr I Alexander commented on the number of applications that are bungalows being converted to houses which is reducing the number of bungalows in Steyning.
Cllr I Alexander to carry out research into a possible policy against bungalows being turned into houses and bring back results to the next meeting. **Cllr I Alexander**

P21/127 **ENFORCEMENT NOTIFICATIONS**

127.1 **EN22/0009 – Land to the rear of 60-62 High Street** – Alleged construction works are closer to boundaries of Elm Terrace that approved under DC/18/1688.

P21/128 **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED

128.1 **DC/21/2392 - Chestnut Cottage, 57 Goring Road** - Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.

128.2 **DC/21/2713 - Land Rear of 44 Penfold Way Bramber Road** - The proposal incorporates the installation of 1x DSLAM equipment cabinet olive green, the dimensions of which are, Height 1300mm x Length 800mm x Depth 450mm.

128.3 **DC/21/1434- 12 Saxon Road** - Installation of cladding to the front and side elevations.

128.4 **DC/21/2414 -4 Elm Terrace Elm Grove Lane -** Conversion of loft and installation of rooflights to front and rear.

128.5 **DC/21/2425 - Honeys 25 - 27 Church Street -** Installation of rooflight to rear elevation (Listed Building Consent)

128.6 **DC/21/2488 - 2 Old Market Square Station Road** - Surgery to x1 Ash (works to trees in conservation area)

128.7 **DC/21/2003- Rosecot, Holland Road -** Demolition of conservatory and erection of a front porch, dormer, two storey side extension, and rear dormer.

128.8 **DC/21/2493 - 12 Church Street** - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.9 **DC/21/2494 - 12 Church Street** - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.10 **SDNP/21/02696 – Great Drove Farm** – Use of outbuilding as self-catering holiday let

128.11 **DC/21/1620 - Barclays Bank Plc 40 High Street -** Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Full Application).

128.12 **DC/21/1621 - Barclays Bank Plc 40 High Street** - Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Listed Building Consent).

128.13 **DC/21/2259 - Doves Place Coxham Lane -** Fell x1 Beech, Surgery to x1 Beech

P21/129 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

129.1 **Bookings** - During January there were cancellations of 6 groups events at the Steyning Centre due to concerns following the Omicron Variant outbreak. The groups are all restarting in February . The income that was expected for bookings was £4,792.98, however the actual income is £4,279.39. It was noted that the Deputy Clerk had researched if further grants for Community Centres were available, but there are none at present.

129.2 **Film nights** – The film in January was Dream Horse and 25 tickets were sold. After the film and hall hire costs were paid there was a loss of £131.00. The next film is Off The Rails on Wednesday 2nd February. 22 tickets have already been sold.

129.3 **LED Lighting 2nd Phase** - All the lighting has been completed with the exception of 3 cupboards which will be completed on 25th January 2022.

129.4 **Bus Shelter Ramp** –. HDC have informed that providing a ramp at the Bus Shelter would be the responsibility of the Parish Council as they hold the lease. HDC advised that a building surveyor be contacted to ascertain what type of ramp could be installed within the allowed regulations. HDC would need to be consulted before any alterations to the building are made. The Deputy Clerk requested a building surveyor to assess the bus shelter and provide drawings for the best solution. The Building Surveyors drawings show the positioning of a ramp with the correct gradient of slope at the lowest kerb side of the bus shelter that would also not create a trip hazard. The Building Surveyor advised that the conservation officer and WSCC would need to be contacted for advice/permission before a ramp as per the drawings could be installed. Cllrs discussed the option and requested that the Deputy Clerk arrange a meeting with the Building Surveyor to discuss other ideas/options. **D/clerk**

129.5 **Canopy for Playgroup reading area -** The playgroup has requested permission to erect a canopy for the reading area just outside of Saxon Room. The money for the project was grant funded to the playgroup for this project. Drawings and examples of canopy's were tabled.

Cllrs agreed in principle to a temporary canopy being planned and designed. Cllrs request to be kept informed of the progress. Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. **D/clerk**

P21/130 **FINANCIAL REPORT**

130.1 **Income and Expenditure report for November and December 2021 –** to accept the reports as a correct record of the finances.

Cllr Northam requested if an extra column for expected bills could be included in the reports. Deputy Clerk to forward this request to the Clerk. **D/clerk**

Cllr Trundle **proposed, seconded** by Cllr Northam to accept the Income and Expenditure repots for November and December 2021 as a correct record. **Agreed.**

130.2 **Steyning Centre Hire Prices –** Cllrs discussed increasing Steyning Centre hall hire prices for 2023-24. It was noted that prices did not go up for 2022-2023. Customers have already stated to book for 2023-24 and will need to be informed of the prices.

Cllr Northam **proposed, seconded** by Cllr Trundle to increase the prices by 4% rounded up to the nearest 5p. **Agreed.** **D/Clerk**

130.3 **Dishwasher replacement** - Following the suggestion at 11th January F&GP *"It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year"*

Cllr Hanson **proposed, seconded** by Cllr I Alexander to delegate the Deputy Clerk to get comparable quotes up to the value of £4,500 and if the prices are reasonably comparable, to move forward with the purchase with no need to report back to the committee. **D/Clerk**

Deputy clerk to ensure a new dishwasher will be included in the annual service. **Agreed**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

P21/131 **CORRESPONDENCE/INFORMATION**.

131.1 South Downs National Park Planning News.

131.2 Details from SDNPA concerning a consultation on the proposed local connection test being carried out for 8 weeks between 11th January and 8th March 2022.
Cllrs felt that the consultation should go to Full Council to ascertain if the council wish to respond. **Clerk**

P21/132 **DATE OF NEXT MEETING** - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 9.36pm

Signed ……………………………………………………………. Chairman - 28th February 2022

Link to the meeting https://youtu.be/dGnTNACyRCU and https://youtu.be/HE9xLMyDcoE
Due to technical issues during the meeting there are 2 recordings.

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 14TH FEBRUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young and Parsons

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/134 **APOLOGIES**
134.1 Apologies were received from Cllrs Ian Alexander, Hanson, Bell and Northam
Cllr Rudkin was absent.

P21/135 **DECLARATIONS OF INTEREST**
135.1 There were no declarations of interest from councillors.

P21/136 **QUESTIONS FROM THE FLOOR** -
136.1 None

P21/137 **PLANNING APPLICATIONS**
137.1 **DC/22/0067 – 9 De Braose Way –** Conversion of loft for habitable living space, incorporating creation of dormers to north and south and associated alterations.
Cllr Trundle **proposed, seconded** by Cllr Parsons **No Objection Agreed.**

137.2 **DC/22/0022 – Southdown House, Station Road** – Surgery x 1 Sycamore (Works to trees in Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**

137.3 **DC/22/0058 – Dukes House, I Dukes Lane –** Surgery to 1 x Oriental Plane and 1 X Copper Beech TPO 592
Cllr Trundle **proposed, seconded** by Cllr Parsons **OBJECTION to the surgery to the Copper Beech TPO 592 as there is insufficient information for the location of the tree and the Requirement for the work to be done. Agreed.**

P21/138 **DATE OF NEXT MEETING** - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 7.43pm

Signed ………………………………………………………………… Chairman - 28th February 2022
Link to the meeting https://youtu.be/o_ko9Rz_alk

Parish Clerk: John Fullbrook
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH FEBRUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Ian Alexander and Rudkin

Members of the public: 6 including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/139 **APOLOGIES**
139.1 Apologies were received from Cllrs Parsons, Northam and Bell

P21/140 **DECLARATIONS OF INTEREST**
140.1 There were declarations of personal interest from councillors Hanson and Rudkin on item 144.1 DC/22/0100 Land at Huddlestone Farm .

P21/141 **QUESTIONS FROM THE FLOOR** -
141.1 **Q**. Mr Richard Patterson asked what the purpose of the meeting with Richbourough Estates is and what do the committee hope to gain from it?
A. Cllr Trundle responded that Cllrs had requested the meeting to be able to ask questions concerning the proposals for Glebe Farm development. The meeting, at Richborough Estates request, is for Cllrs only.
Q. Mr Paterson asked if the committee would make it clear that there is very little support in the community for this proposal? Will notes of the meeting be made available?
A. Cllr Trundle confirmed that notes will be made available and Richborough will be informed that there is little support for the proposal in the community.

141.2 **Q**. Mr Ashby requested that he be able to speak to item 149.2 when the committee reach that point in the meeting.
A. Cllr Trundle agreed to allow this.

141.3 **Q**. Mrs Rudkin made a representation in objection to planning application DC/22/0100 - Huddlestone Farm.
A. Cllr Trundle thanked Mrs Rudkin for her very valuable comments in objection to the application.

P21/142 **MINUTES – to agree minutes of the last meeting on Monday 24th January 2022 and Extra Ordinary meeting on 14th February 2022**
142.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 24th January and the Extra Ordinary Meeting on 14th February 2022 as a true and fair record of the meetings. **Agreed**

P21/143 **MATTERS ARISING AND ACTIONS**

143.1 **124.1 Request dates for February with Richborough** preferably an evening meeting. **Actioned** -Deputy Clerk informed that a face to face meeting for Councillors with Richborough Estates has been arranged for Monday 7th March at 6pm.

143.2 **124.3 - Blinds** for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing**

143.3 **124.4 – Update on Historic Buildings project** - **Ongoing** -Cllr Ian Alexander informed that there is no update at present. It is hopefully coming nest week.

143.4 **126.1** - **Bungalows being turned into houses** - Research possible policy - Cllr Ian Alexander informed that he has had no luck finding a policy at present. He requested that the item comes back to the next meeting to request support for a policy against bungalows being turned into houses. **D Clerk**

143.5 **129.4** – **Bus Shelter ramp** –Deputy Clerk to arrange a meeting with the Building Surveyor to discuss other ideas for a ramp at the bus shelter.- **Actioned** update at item 148.3

143.6 **129.5 - Canopy for Playgroup reading area** - Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. – The Deputy Clerk informed that the playgroup are still working on their response to these questions. **D clerk**

143.7 **130.1 -Extra Column for income and expenditure report** – Deputy Clerk to forward the request to the Clerk. **Actioned.**

143.8 **130.2 – Steyning Centre Hall Hire Prices** - Increase hall hire prices by 4% for 2023-24.- **Actioned** - New price list created for 2023-24

143.9 **130.3 Dishwasher Replacement** -Deputy Clerk to get comparable quotes for a dishwasher for Coombe Court up to the value of £4,500 and move forward with purchase. **Actioned** 5 quotes were sought but only 2 companies gave quotes, both very similarly priced. An order has been placed with Catercraft as they have a very good aftercare service and a maintenance programme which has been used successfully by the Parish Council for many years.

143.10 **SDNPA consultation Self-Build and Custom Housebuilding Register** - to go to Full Council to ascertain if the council wish to respond. **Actioned** Update at item 150.1

P21/144 **PLANNING APPLICATIONS**

Cllrs Rudkin and Hanson declared a personal interest to item 144.1 as neighbours to the application and took no part in the vote.

144.1 **DC/22/0100 – Land North of Huddlestone Farm, Horsham Road** – Installation of a solar farm with associated infrastructure.

Cllrs Hanson, Rudkin and a member of the public made representations against the application.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION - due to the proposed site being on farmland in a biodiverse area with wetlands and ancient woodlands that can be seen from the South Downs National Park and would include within it public footpaths and a bridlepath. Agreed.**

144.2 **DC/22/0148 – 1 Rosemary Avenue** – Erection of a single storey rear extension.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection**. **Agreed** 4 for and 1 abstention.

Cllr Rudkin gave his apologies and left the meeting at 8.20pm

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

144.3 **DC/22/0344 – St Andrews Parish Church, Vicarage Lane** - Works to Trees in a Conservation Area (Surgery to Horse Chestnut)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**

144.4 **DC/22/0187 – 8 Greenacres** – Erection of a single storey side extension.
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection**. **Agreed.**

P21/145 **LATE PLANS**

145.1 **DC/22/0311 – Northover, Horsham Road** – Demolition of existing buildings and erection of 5 dwellings. Conversion of existing granary building to form 1 dwelling. Relocation of existing barn building to north, alterations to existing access, landscaping and associated works.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**.

P21/146 **ENFORCEMENT NOTIFICATIONS**

146.1 **None for this meeting**

P21/147 **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED

147.1 **DC/21/1970 - Hammes Farm Washington Road -** Erection of a two-storey side extension

147.2 **DC/21/2149 - St Andrews Parish Church Vicarage Lane** - Installation of four lamp posts along the church footpath and two lanterns fixed to the church building - one above the south porch doors and one on the southeast corner of the south aisle and four flood lights to illuminate stained glass windows.

147.3 **DC/21/2732 - Dukes House 1 Dukes Lane** - Reduction and alterations to existing pool room building to create a studio and associated landscaping.

147.4 **DC/21/2539** - **Green and Healthy 70 High Street** - Installation of an air conditioning unit to the western internal wall, with ducting leading to an external unit positioned at the rear (Listed Building Consent).

147.5 **DC/21/2597 - Foxhall Farm Kings Barn Lane** - Creation of external walls to existing barn building. **DC/21/2598 -Dukes House 1 Dukes Lane** - Demolition of existing conservatory and erection of a single storey side extension.

147.6 **DC/21/2692** - **6 Penlands Vale** - Construction of a front dormer

147.7 **DC/21/2731 - 72 Kings Stone Avenue** - Erection of a single storey side and rear extension.

147.8 **DC/21/2758 - 31 Penfold Way** - Variation of Condition 1 of previously approved application DC/17/1163 (Demolition of existing garage, erection of 1 no. dwelling and alterations to existing access) to allow for amendments to the approved scheme.

147.9 **DC/21/2771 - Lavengro Wykeham Close** - Conversion of loft into habitable living space, incorporating creation of a rear dormer and installation of 1no rooflight to side

P21/148 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

148.1 **Bookings** - During February all the regular groups returned to their normal regular bookings. One group has requested 6 additional bookings throughout the year in Coombe Court. The expected income during February is £5,172.88.

148.2 **Film nights** – The film in February was Off the Rails, 75 tickets were sold. After the film and hall hire costs were paid there was a profit of £34. 88. The next film is The Last Bus on Wednesday 2nd March. 20 tickets have already been sold.

148.3 **Bus Shelter Ramp** – Following a meeting with the Building Surveyor, Cllrs Young and Ian Alexander on 21st February, Cllr Ian Alexander informed that the Building Surveyor advised that for commercial buildings the step should be no more than 170mm. The bus shelter step slopes from 170mm on the left-hand side up to 300mm on the right-hand side. Follow discussions on types of ramps external and internal the best option given is to lower the whole floor of the bus shelter by 170mm which would make the left-hand side level with the pavement and the step at the right- hand side would be down to 130mm. It was noted that the floor and edge tiles are looking worn, and this would be an opportunity to make the bus shelter fit for all residents and visitors.
Cllr Ian Alexander **proposed, seconded** by Cllr Young that permission be sought from Horsham District Council to lower the bus shelter floor, if granted, a quote be obtained for the work. Consideration of new seating to also be an option. Agreed.

129.4 **Automatic Door Service** – The annual automatic door service was carried out on 2nd February. There are no issues with the doors. The next service will be in February 2023.

148.5 **Request from PPG** – to discuss the request for a real time health information screen in the foyer at the Steyning Centre. A link with information for the proposed project, with no cost to the Parish Council, was sent to committee members. The screen will be managed remotely by the PPG with real time information from the Health Centre. There is space on the wall in the foyer opposite the main entrance that could house a small screen for this trial project.
Cllr Trundle **proposed, seconded** by Cllr Young that Deputy Clerk replies to PPG in favour of having a screen installed in the foyer. **Agreed**.

148.6 **Welcome Back Fund by HDC –** to receive information on the HDC for refurbishment of High Street toilet windows and doors. HDC have informed that they have a project from Government to brighten up Parish Councils public toilets in the district. They have agreed to refresh the public toilets in the High Street by refurbishing all wooden doors, windows and facias. The doors will have all new door furniture as well as security. Wooden parts of the toilet block will be sanded, repaired and re-painted in keeping with the conservation area. Old bins adjacent to the toilet block will be replaced with new planting troughs and hanging baskets, planted with pollinator friendly planting. A new recycling bin will be installed for improved sustainability in terms of waste disposal. This will all improve the look of the block and provide a great welcome to visitors. The cost (to HDC) will be approx.. £2k for refurbishment works and £2k for planting, troughs and bins.

P21/149 **FINANCIAL REPORT**
149.1 Income and Expenditure report for January 2022 – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the Income and Expenditure repots for January 2022 as a correct record. **Agreed**

149.2 **Cupboard Hire Charges** - To reconsider the decision, not to waiver the cupboard hire charge, made by the Planning and Premises committee on 28th June 2021. The previously circulated information, letters and briefing paper from the F&GP meeting were re-sent to Cllrs for this item. The payment of £113.20 is still outstanding from the Horticultural Society. The Committee noted that all the other cupboard invoices have been paid for 2021-22. Groups were informed at the time that they were able to apply for a grant from F&GP Committee should they require assistance with the payments, but no group had done so.

Mr Ashby made a representation to the committee concerning the Horticultural Society's request to have all cupboard hires waivered due to the Covid Pandemic and assist groups with their financial status following the difficult time with no income.
Cllrs suggested that the Horticultural Society apply to F&GP Committee for a grant from the council for the cupboard hire fee.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that this item go to F&GP to discuss a review of the cupboard hire fees. **Agreed**

149.3 **Gardening Contractor** - To discuss and agree Gardening Contractor's rate increase from £18 per hour to £19 per hour from 1st April 2022.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the rate increase. **Agreed**.

149.4 **Partition Door Service** – to discuss and agree remedial repair to telescopic panel identified during the recent service. Following the service Ezyglide identified that the Top and bottom sliding seal on the telescopic panel in the committee Rooms is not operating which will impede the acoustic integrity of the partition. They have quoted £655.00 + VAT for the repair. Deputy Clerk informed that the doors are very rarely closed and at present there is not a requirement for sound proofing of the doors.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander not to go ahead with repair to the telescopic panel at this time. **Agreed.**

P21/150
150.1 **SDNPA consultation Self-Build and Custom Housebuilding Register** – to discuss and agree a response to the consultation as agreed at the Parish Council Meeting on 21st February.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to request from the SDNPA where the current criteria came from for the local connection test. **Agreed**

P21/151 **CORRESPONDENCE/INFORMATION**.
2023 Review of Parliamentary constituencies - https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/ The secondary consultation will run from 22 February to 4 April 2022.
Deputy Clerk to send the link to Cllrs and to put on the website for individuals to make comments if they wish.

P21/152 **DATE OF NEXT MEETING** - Monday 28th March 2022 at 7.30pm

The Chairman closed the meeting at 9.30pm

Signed ……………………………………………………………… Chairman - 28th March 2022

Link to the meeting

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH MARCH 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Ian Alexander, Parsons & Rudkin

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/154	**APOLOGIES**	
154.1	Apologies were received from Cllrs Northam and Bell	
P21/155	**DECLARATIONS OF INTEREST**	
155.1	There were no declarations of interest from councillors	
P21/156	**QUESTIONS FROM THE FLOOR** -	
156.1	None	
P21/157	**MINUTES – to agree minutes of the last meeting on Monday 28TH February 2022**	
157.1	Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 28th February 2022 as a true and fair record of the meeting. **Agreed**	
P21/158	**MATTERS ARISING AND ACTIONS**	
158.1	141.1 **Meeting with Richborough Estates on 7th March – Actioned** - The notes from the meeting with Richborough Estates were sent out to committee members and are on the website. Richbouough have come back by email with some responses to the actions that they noted down on the evening. The email was forwarded to committee members for information. An email was received from a resident concerned with Richborough Estates comments regarding the water neutrality. Deputy Clerk to forward the email to Richborough and ask for a response.	d/clerk
158.2	**143.2 - Blinds** for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing** Direct Blinds coming to measure and quote on Friday 1st April	
158.3	**143.3 – Update on Historic Buildings project - Ongoing -** Item 167.1	
158.4	**143.4- Bungalows being turned into houses -** Item 168.1	
158.5	**143.6 - Canopy for Playgroup reading area -** Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. – awaiting information from the Playgroup.	
158.6	**143.9 Dishwasher Replacement – Actioned. -** the dishwasher is ordered, a deposit has been paid and there is a 12 week lead time for delivery.	

158.7 **148.3. – Bus Shelter ramp** – The Deputy Clerk was asked to seek permission from HDC to lower the bus shelter floor and if granted in principle get a quote. The Deputy Clerk Informed the meeting that HDC have stated that they agree with the plan to lower the floor subject to being kept informed of quotes and proposed plans before any work is started. An explorative dig would be required to ascertain if the columns are weight bearing or decorative as they are unable to find the original building plans. Deputy Clerk has received 2 verbal ball park figures of between £15,000 and £20,000 from builders for removing the floor and creating a sloping floor from pavement level on the left-hand side up to 130mm on the righthand side.

The cost does not include an exploratory dig for the columns and to check for utilities (drainage/water pipes, electrical wires), replacement seating, possible cost of having to close to pavement with WSCC permission, having to relocate a temporary bus stop with the bus company and requesting to use the bus stop or HDC for use of car park spaces to locate the skips whilst work is carried out. The cost for drawings of a plan is £500.00 which includes the cost of work already completed by Mr Clay. HDC suggested that before moving forward with incurring any costs that the Parish council would need to ensure the funds are available and to commit to completing the project once started.

It was suggested that advice be sought about the possibility of increasing the height of the pavement to the level with the bus shelter.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the Deputy Clerk consult with an Accessibility Consultant for advice on the best solution to make the bus shelter accessible. **Agreed**. **d/clerk**

158.8 **148.5 – Request from PPG -** Accept offer of Real Time Information Screen for foyer **– Actioned.** Waiting to hear from PPG when the screen will installed**.**

158.9 **149.2 – Cupboard Hire Charges –** Item to go to F&GP – **Actioned**. This item was discussed at F&GP and refunding or waiving the cupboard rent was not agreed.

158.10 **149.3 – Gardeners Rate Increase** – To accept the increase – **Actioned.**

158.11 **149.4 – Partition Doors Service** – To inform company not going ahead with repair currently. **Actioned**

158.12 **150.1 - SDNPA consultation Self-Build and Custom Housebuilding Register** – to Request from SDNPA where the current criteria came from for the local connection test. **Actioned** – the committees comment on the consultation was sent and a response has been received from them. Their response is a supporting paper.

Cllr Trundle brought forward item 12 on the agenda for discussion as 2 members of the Steyning Society were present to assist with the discussion on the item.

P21/159 **HISTORIC BUILDINGS PROJECT – To discuss and agree the draft letter to owners of properties identified for the Local Heritage List**.

159.1 The amended draft letter was sent to the committee members. The first line of the letter and penultimate paragraph originally stating Steyning Parish Council as being involved have been changed to state the Steyning Society are the contacts.

159.2 Cllr Ian Alexander **proposed**, **seconded** by Cllr Young to support the Steyning Society Heritage List and the draft letter. **Agreed.**

159.3 Cllr Ian Alexander **proposed, seconded** by Cllr Hanson to print 4 of the Steyning Local Heritage List booklet, to give a copy to the library and keep 3 copies at the Steyning Centre for residents to view and to put a copy on the Parish Council website. **Agreed.**

159.4 Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that the office would print 120 copies of the letter and 3-page leaflet for the Steyning Society to deliver. **Agreed**

2 members of the public thanked the committee for their help and left the meeting.

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

P21/160 **PLANNING APPLICATIONS**

160.1 **DC/22/0437 – Dog Lane –** Surgery to 2 x Conifers (Adj to Watersmead) (Works to Tree in a Conservation Area). The Committee noted that a TPO was not required
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

160.2 **DC/22/0501 and 0514 – Norfolk Arms, 18 Church Street -** Change of use from public house (Sui Generis) to residential (C3) to create 1 X 3-bed and 1 x 4 bed semi -detached dwellings, and associated alterations (full and Listed Building Consent).
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection** subject to more information being made available on the cosmetic renovations of the front elevation.
Agreed 5 for and 1 abstention.

160.3 **DC/22/0365 – Dingemans Court, Shooting Field** – Surgery to 1 x Hawthorn and 1 x Silver Birch.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection**. **Agreed**

P21/161 **LATE PLANS**

161.1 **DC/22/0346 – 2 The Gardens, Charlton Street** – Fell 1 x tree (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** Cllr Ian Alexander **OBJECTION due to lack of information on the type of tree to be felled. Cllrs queried why surgery has not been considered. Agreed.**

161.2 **DC/22/0373 – Old Coach House, Vicarage Lane** – Fell 1 x Sycamore.
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection** 5 for and 1 Abstention.

161.3 **DC/22/0525 – Elmside, 25 Goring Road** – Erection of a front porch and creation of bay windows to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

P21/162 **ENFORCEMENT NOTIFICATIONS**

162.1 **None for this meeting**

P21/163 **PLANNING DECISIONS FROM HDC and SDNP**

APPLICATIONS PERMITTED

163.1 **DC/21/2868 - 22 Newham Lane -** Demolition of existing conservatory and erection of a single storey rear extension Erection of a single storey side porch extension with relocated front door and single storey front infill extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2no side dormers and installation of rooflights to all elevations.

163.2 **DC/22/0022 - Southdown House Station Road -** Surgery x1 Sycamore (Works to trees in conservation area) **DC/22/0094 - 4 Saxon Road -** Non-Material Amendment to previously approved application DC/21/2056 (Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight) to allow for amendments to the approved scheme including installation of side doors.

163.3 **DC/22/0030 - 5 Penfold Way -** Demolition of existing detached garage and erection of a single storey side and rear extension. Erection of a front porch. Conversion of loft to form habitable living space, incorporating creation of a rear dormer and installation of 3no rooflights to front.

163.4 **DC/22/0344 - St Andrews Parish Church Vicarage Lane -** Works to Trees in a Conservation Area (Surgery to Horse Chestnut)

163.5 **DC/22/0352 Site: 41 Hills Road -** Non-material amendment to previously approved application DC/21/0370 (Erection of a ground and first floor rear extension and front porch) to allow for the installation of a window with obscured glass in the first-floor northern side elevation to serve a bathroom.

163.6 **DC/21/2524 - Lloyds Bank TSB Limited 37 High Street**: Variation of conditions 1, 3, 4, 5, 6, 7, 8, and 10 to previously approved application DC/20/0622 (Conversion of building to 4no flats and ground floor commercial space (Class A1), conversion of barn to form a 2-bed detached dwelling, with all associated

163.7 **DC/21/2525 - Lloyds Bank TSB Limited 37 High Street** - Conversion of building to 4no flats and ground floor commercial space, conversion of barn to form a 2bed detached dwelling, with all associated external works, refuse storage and cycle storage (Listed Building Consent)

163.8 **DC/21/2614 - Westonbrook Saxon Road** - Surgery x 3 Horse Chestnut

REFUSED

163.9 **DC/21/1069 - 28 Portway -** Erection of new boundary wall, with timber inserts, to north, east, south and western boundaries.

Cllr Rudkin left the meeting at 8.35pm without giving apologies or reason for leaving.

P21/164 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

164.1 **10.1 Bookings** - During March the regular bookings continued with no cancellations. The Pilates booked an extra regular session every week and the Jive group booked and extra regular session every month. The expected income during March is £6,507.23.

164.2 **10.2 Film nights** – The film in March was The Last Bus, 86 tickets were sold. After the film and hall hire costs were paid there was a profit of £75.12. The next film is House of Gucci on Wednesday 6th April. 20 tickets have already been sold.

164.3 **10.3 Fire Alarm Service –** the 6 monthly check was carried out in February and there are no issues to report.

164.4 **10.4 Fire Extinguisher Service -** the 6 monthly fire extinguisher check for the changing rooms extinguishers was carried out at the beginning of March, there are no issues to report.

P21/165 **FINANCIAL REPORT**

165.1 Income and Expenditure report for February 2022 – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the Income and Expenditure repots for January 2022 as a correct record. **Agreed**

165.2 **Request for discount on hall hire for a wedding from a member of Staff** - to discuss and agree or pass to Personnel Committee.
The committee discussed the request for discount for hiring the Steyning Centre for his wedding. The committee were in support of the idea.
Cllr Trundle **proposed, seconded** by Cllr Hanson to recommend to the Personnel Committee to create a policy for staff discount which would be for personal use.
Agreed.

P21/166 **BUNGALOWS BEING TURNED INTO HOUSES –** to discuss and agree if there is support for a policy against bungalows being turned into houses.

166.1 Cllr Ian Alexander voiced his concerns for the number of bungalows in Steyning being extended to become houses and queried if the committee supported the creation of a policy. Following a thorough discussion Cllrs decided that each application should be taken on its merits, however there should be very careful consideration of these applications especially those that would be removing accessibility for disabled persons e.g.by moving bedrooms and bathroom facilities to the first floor .

P21/167 **CORRESPONDENCE/INFORMATION**.
None for this meeting.

P21/168 **DATE OF NEXT MEETING** - Monday 25th April 2022 at 7.30pm

The Chairman closed the meeting at 9.08pm

Signed ………………………………………………………………. Chairman - 25th April 2022

Link to the meeting https://youtu.be/O5gL38_WEzA

The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
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MEETING OF PERSONNEL COMMITTEE

HELD ON 14th SEPTEMBER 2021 AT 6PM AT THE STEYNING CENTRE

Present: Cllrs Young, Norcross, Hanson, Ian Alexander, Bell and Northam

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 2 including Cllr Goldsmith

Meeting commenced: **6pm**

MINUTES (Non- Confidential)

Pe/21/08 APOLOGIES FOR ABSENCE

8.1 There were apologies for absence from Councillor Lloyd

Pe/21/09 DECLARATIONS OF INTEREST

9.1 There were no declarations of interest from councillors.

Pe/21/10 QUESTIONS FROM THE FLOOR

10.1 *Trevor Cree requested that 6.1 and 6.2 be heard in public*

10.2 *Cllr Goldsmith asked a question to the Personnel Committee as a member of the public. He asked why items 6.1 and 6.2 on the agenda were being discussed in confidential session. He stated that: 'item 6.1, I would imagine it concerns the recent issue of faulty equipment in Steyning's play areas. I fully support the 'whistleblowing' that has taken place and which has 'spurred' the Council to carry out remedial works, removing the dangerous items and 'taping' up other equipment to stop them being used as they were potentially dangerous to children.*
The report from the consultants who carried out the surveys of the play areas was not confidential and should have been uploaded to SPC's website when it was received in June or immediately after the 9th July's Communities meeting. Also, last year's 2020 report has not been uploaded.

10.3 *Cllr Young responded that it had been felt that the items being discussed were controversial and should be discussed in confidential. However, it would be up to the committee to vote or not for the confidential session.*

Pe/21/11 MINUTES OF PREVIOUS MEETING

11.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 9th June 2021 be accepted as a true and fair record. **Agreed .**

Pe/21/12 CONFIDENTIAL SESSION

Cllr Ian Alexander proposed, seconded by Cllr Bell that 6.1 be discussed in public session and move to confidential for item 6.2. **Agreed** 5 for with 1 abstention.

Pe/21/13 TO DISCUSS AND AGREE

13.1 **To review the recent issue with the insurance Company and whether there were any breaches of SPC policies; whether there was any 'leak' of non-public documents; agree what actions if any should be taken.**

Cllr discussed the action and made the following comments.

- Cllrs Campbell's email to the insurers, although not a direct breach of policy, it was written giving the impression to be on behalf of the council which it was not.
- the insurance company responded as they did because the email was written in very emotive language, referred to the support of three other, unnamed, councillors and refers to independent legal advice having been obtained. This all gave much greater weight to this issue than it would have done had it been from another person.
- The allegation that the Clerk and the Council had been negligent was a major factor in the response they gave.
- The legal advice alleged to in Cllr Campbells letter has still not been disclosed to councillors.
- The letter he wrote indicated that the Clerk was incompetent which deterred the insurers from contacting him.
- The Committee had read the inspection report and had fully discussed it at the July Community committee meeting from which Cllr Campbell was absent.
- Remedial work to deal with the moderate items was already in place before Cllr Campbell wrote the letter and would have been reported back to the next meeting as is the usual practice.
- It is disappointing and inappropriate for a councillor to send the inspection report to a face-book pseudonym to publish instead of going through the proper course of action and requesting the Clerk to publish it on the website.
- It was noted that the Clerk had offered to walk round all the play areas with Cllr Campbell to look at the items causing his concern, but this offer was refused.
- The Clerk as the Proper Officer had given advice which Cllr Campbell chose to ignore which is very disappointing.

13.1.1 Following a lengthy discussion, the committee made the following statement of opinion of the committee.
Cllr Young **proposed, seconded** by Cllr Ian Alexander that the following statement is put forward to be read at Full Council. **Agreed.**
" The Committee upholds the right of individual councillors to escalate serious matters of concern to appropriate bodies. However, in this instance the committee feels this approach to outside bodies was worded to carry more weight than would normally arise from a single person's representation.
Additional weight was afforded by:

- Reference of support from 4 councillors
- An individual's interpretation of the risk assessment
- And the reference to legal advice."

Cllr Young **proposed, seconded** by Cllr Norcross
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 13.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed.

13.2 To review the criticisms of the Council made by a Cllr and agree any action to be taken.
Having obtained the legal advice that was agreed to request at the previous Personnel meeting of July 9th 2021
Cllrs discussed the advice and any action required to stop the continuous flow of critical and demanding emails and requests for action by certain Cllrs.
Cllr Northam **proposed, seconded** by Cllr Norcross that the Personnel Committee has received the following legal advice and recommend this to Full Council to be used and referred to. **Agreed.**

'*The procedure that you have outlined (of filtering excessive and critical emails which do not adhere to the email policy via the Council Chair) is standard practice and is not unlawful.*

A Parish Council is under no obligation to reply to any correspondence (unlike a District Council who are subject to the jurisdiction of the Local Government Ombudsman)

Parish Councillors have no greater rights regarding correspondence than a member of the public in this respect.

Many Councils limit the time during which a Member can speak and endeavour to ensure that those speaking stick to the subject. Whilst this gives rise to complaints that it is undemocratic, this is a specious argument as such behaviour prevents the other business of the Council taking place. To enforce such rules requires very strong chairmanship and an acceptance that there will be criticism of the Chair in social media etc. The Chair must also be able to count on the support of the other Councillors.

The Council as a whole has to protect the Clerk and the staff from unfair criticism as otherwise the Council could be held liable in an employment tribunal for a failure to do so. Some Councils resolve that any criticism of the Clerk or staff must be made to the Personnel Committee in the first instance and not in public meetings. If such a discussion starts a Councillor, not the Chairman, proposes that the discussion moves on.

In the absence of a strong Code of Conduct, which is unlikely to return, the possibilities of effective action are limited. What sanctions there are however do recognise that a Council has to function as a democratic body and cannot be prevented from doing so by a small number of people or Councillors'.

Pe/21/07 DATE OF NEXT FULL COUNCIL MEETING: Monday 20th September 2021 at 7.30pm

The Chairman closed the meeting at 7.25pm

Signed ……………………………………. Chairman

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MEETING OF PERSONNEL COMMITTEE

HELD ON 11TH NOVEMBER 2021 AT 3.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Ian Alexander, Lloyd and Northam

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 1

Meeting commenced: **3.30 pm**

MINUTES (Non- Confidential)

Pe/21/15 APOLOGIES FOR ABSENCE

15.1 There were apologies for absence from Councillors Hanson and Bell

Pe/21/16 DECLARATIONS OF INTEREST

16.1 There were no declarations of interest from councillors.

Pe/21/17 QUESTIONS FROM THE FLOOR {In summary}

17.1.1 Trevor Cree made a point concerning Agenda item 8.1 (Governance) and stated that he felt this was not the correct committee to discuss the issue, instead he felt it should be a Full Council discussion. {The Clerk later pointed out that every committee could discuss its own governance}. He also stated he thought the proportion of staffing costs was more than other councils, and that SPC officers should obtain training, and did not need to attend the same meetings and the decision to decrease the number of council meetings has increased the Clerks workload not decreased it. He then made a statement concerning the Wicksteed report and children's play areas.

17.1.2 Cllr Norcross made 2 points of order concerning some of Mr Cree's points as they were not related to this meeting and they were not an accurate representation.

17.1.3 Cllr Young requested for him to stop his statement at this point as he had been given more than the 2 minute allowance, and she responded to the comment that 2 clerks should not be attending the same meeting and informed that the Deputy Clerk attends the meetings in her own time. Steyning Parish council has more meetings than most other councils and the Planning and Premises Committee, which the rescheduling of meetings enabled –works very well.

The Clerk stated that the new meeting schedule is now reasonable and has been generally a more productive process. He stated, in response to Trevor's comment that the staffing costs are more than other councils, that in fact Steyning Parish Council's staffing numbers and associated costs are lower than similar councils.

Cllr Norcross left the meeting at this point with apologies that she had to be temporarily elsewhere and would return

Pe/21/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee non confidential minutes from 14th September 2021 be accepted as a true and fair record. **Agreed**

Pe/21/19 SPC OFFICE WORKLOAD

19.1 **To review and agree how to work towards the completion of the outstanding projects on the Councils 'To Do List', to possibly involve the setting up of an all-committee member working party to enable this**
The Clerk had sent out a chart illustrating a summary of the office workload to all committee members and spoke to each section in turn explaining the work involved and expected time taken. He explained that the main problem the Council faced in consideration of completing its tasks was that too much of the officers and councillors time was involved in dealing with 'extraordinary council business' which are the items that most councils do not have to deal with such as FOI's. Code of Conduct complaints, disruption of public meetings, internal Cllr arguments, social media complaints and unhelpful communications with external bodies all of which have be dealt with and cause a great deal of time being taken away from the proper council work and increasing the number of hours required to be able to deal with the everyday tasks. Following a long discussion with each councillor giving their opinion and attempt at finding a solution to the extremely unworkable, burdensome and deplorable situations that are occurring at present. ***{Cllr Norcross returned during this discussion but did not vote}***
Cllr Young **proposed, seconded** by Cllr Lloyd to set up an all Personnel Committee working party to work towards the completion of the outstanding projects and other personnel issues in view of the hours being worked by the Clerk. **Agreed**

Pe/21/20 CONFIDENTIAL SESSION

20.1 Cllr Young **proposed, seconded** by Cllr Northam 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 items 7 and 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/21 STAFFING MATTERS

21.1 To discuss whether to formally re-instate the Steyning Admin Assistant position to pre-Covid Agreed 25 Hours per week. Cllr Young **proposed, seconded** by Cllr Norcross that following the Covid period of reduced workload, that the Steyning Admin Assistant has a 25 Hour week reinstated. **Agreed**

21. 2 To discuss a Job Evaluation by SLCC and NALC for the Clerk and Deputy Clerk's pay grade, this Having not been evaluated for at least 10 years. The committee received papers which included a NALC self- evaluation spreadsheet and another evaluation procedure which was to be used in the event of a dispute. After discussions to seek the most appropriate evaluation process. Cllr Young **proposed, seconded** by Cllr Norcross that committee agree that, subject to it being an assessment and not part of an appeals process, that SLCC undertake an independent evaluation assessment on the role and pay rates of the Clerk and Deputy Clerk, and that the Clerk and Chair of Personnel are delegated to seek the appropriate assessment process from NALC {SLCC} and that the evaluation results are brought back to this committee. **Agreed**

Pe/21/22 GOVERNANCE

22.1 To discuss a response to allegations of bias and predetermination of the Personnel Committee.
Cllr Young **proposed, seconded** by Cllr Norcross that there was an ongoing need for a duty of care for its Staff, and the committee have met and discussed and refutes all allegations of bias and predetermination. **Agreed**

Pe/21/23 INFORMATION AND CORRESPONDANCE ITEMS

23.1 None

Pe/21/24 DATE OF NEXT FULL COUNCIL MEETING: Monday 15th November 2021

The Chairman closed the meeting at 5.20pm

Signed ……………………………………. Chairman

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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MEETING OF PERSONNEL COMMITTEE

HELD ON 10TH JANUARY 2022 AT 11AM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd and Hanson
Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: **11am**

DRAFT MINUTES (Non- Confidential)

Pe/21/25 APOLOGIES FOR ABSENCE

25.1 There were apologies for absence received from Councillors Northam, I. Alexander and Bell

Pe/21/26 DECLARATIONS OF INTEREST

26.1 There were no declarations of interest from councillors.

Pe/21/27 QUESTIONS FROM THE FLOOR {In summary}

27.1.1 Questions had been received from Cllr Campbell prior to the meeting and the Chair went on to summarise the questions and then to answer them

27.1.2 **Q.** Has the Clerk received the backdated incremental pay rise of £895.00 which was recommended in November 2020 and was conditional on a satisfactory appraisal by the Chair and Vice Chair.
A The Clerk did receive back pay for the incremental pay rise of £596.64 It was conditional of an appraisal being completed and the appraisal was carried out in February 2021.

27.1.3 **Q** Cllr Campbell stated that he could not see any report that the conditional appraisal was ever carried out.
A It was duly undertaken in February 2021 and this is now therefore on the record that the appraisal Was undertaken.

27.1.4 **Q** Why was the job evaluation done by a representative of the SLCC and not by NALC.
A The evaluation was undertaken in accordance NALC and SLCC joint agreement which has been in place since 2005, therefore it is NALC approved and is completely objective. A NALC self-assessment was initially carried out by the Personnel Committee and the Office, however the Personnel Committee had agreed that an independent assessment would prove rather more objective to all councillors rather than a self- assessment which is why the objective assessment was carried out.

27.1.5 **Q** Is it correct that a 1.75% salary increase has been approved by the NJC from April 2021.
A We are unaware of an increase since being agreed . Salaries are still being paid on 2020 agreement and information is still awaited for the 2021 pay rise. The Clerk informed the NJC are still negotiating the 2021-22 pay claim.

27.1.6 **Q** Could the Committee publicly confirm that under item 7.3 it is being asked to recommend that SPC increase its salary budget by about 20%.
A *The budget for this year 2021/22 was based upon a worst case scenario whereby Covid was being taken into account which meant that the current year's salary budget (£116,300) is actually a 15.1%*

reduction from the previous years figure of £137,000 – that being the last 'normal' budgeted figure To compare the budget figure for year 2020/21 with the proposed expenditure figure being £137,000. Which is two years on from this figure £154,000 would be an increase of 12.4% over two years or approximately 6% rise year on year. In the last two years the minimum wage has risen as follows 20/21 – £8.72, 21/22 - £8.91, 22/23 will be £9.50 – an increase over the same two years of 9%
From April 2017 to April 2022 the increase to minimum wage has been 26.7% which is roughly 55% of the overall budget Salary expenditure is rightly or wrongly based upon payment to employees on a minimum wage. The figure of £154,000 has been calculated using a 9% increase to expenditure to cover those staff on a minimum wage plus adding the remainder to cover the rise in salary for the Clerk and Deputy Clerk based upon a reassessed pay scale.

27.1.7 **Q** Why is setting the HR support and salaries budget considered to be confidential
A *It is the right way to do it when considering the reasons for Staff Salary amendments and potential increases. They are at first discussed confidentially at the Personnel Committee and the recommendations will be discussed in public at the F&GP Meeting.*

Pe/21/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 11th November 2021 be accepted as a true and fair record. **Agreed**

Pe/21/29 INFORMATION AND CORRESPONDANCE ITEMS

29.1 None

Pe/21/30 CONFIDENTIAL SESSION

30.1 Cllr Young **proposed, seconded** by Cllr Norcross 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/31 STAFFING MATTERS

31.1 **To discuss and agree a recommendation to F&GP regarding Salary re-assessment for Clerk and Deputy Clerk based upon the results of the independent evaluation carried out by LCC on behalf of SLCC**.
The Salary Evaluation was an independent report carried out by NALC/SLCC in accordance with the Joint Agreement on Terms and Condition 2005. The recommendations from the Salary Evaluation Report are that:

A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).
B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).
C The council considers providing additional staffing resource to address the significant excess hours.
D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

Cllr Young **proposed, seconded** by Cllr Norcross to recommend to F&GP that the recommendations A, B C and D are agreed, however the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed**.

31.1.2 Cllr Lloyd **proposed, seconded** by Cllr Young that the rebuttal to Cllr Campbell's rebuttal document to go on the website should include the original email from Cllr Campbell to the insurers, the email from the insurance broker of 27th August reinstating the insurance cover, the email from Wicksteed on the report that had been sent and the email from Cllr Campbell to the Monitoring Officer, Trevor Leggo and Ian Davison regarding dissolving the Council on 5th September. This should be circulated to the personnel committee for agreement before going onto the website. **Agreed**.

31.2 To review continuing criticisms of the Council and staff being made by a Cllr and agree recommendations to full council for any actions to be taken.

Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends the Council resolves that the Chair and Vice Chair should arrange a meeting with the Monitoring Officer to discuss why a number of Code of Conduct Complaints made to the Standards Committee have not been answered or responded to in a timely fashion. **Agreed.**

Cllr Norcross left the meeting at 12.30pm

31.3 To discuss and agree a recommendation for the budget for 'HR support' and for 'Salaries' for fiscal year 22/23

Cllr Hanson **proposed, seconded** by Cllr Lloyd to recommend to F&GP that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Hanson that Personnel Committee agree to the recommend to F&GP that the proposed salaries increase for the fiscal year 22/23 (Budget line 4000) according to the budget supporting paper (£154.000) and that the supporting paper and notes from this meeting be sent out by the Clerk for the next F&GP Committee meeting. **Agreed**.

Pe/21/32 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 12.46 am

Signed ……………………………………. Chairman

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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MEETING OF PERSONNEL COMMITTEE

HELD ON 1st FEBRUARY 2022 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd, Northam, I Alexander and Hanson
Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: **None**

Meeting commenced: **7.30pm**

MINUTES (Non- Confidential)

Pe/21/33 APOLOGIES FOR ABSENCE

33.1 There were apologies for absence received from Councillor Bell.
Cllr Lloyd had stated that he would attempt to arrive as soon as possible following another Commitment. (Cllr Lloyd arrived at 7.45pm).

Pe/21/34 DECLARATIONS OF INTEREST

34.1 There were no declarations of interest from councillors.

Pe/21/35 QUESTIONS FROM THE FLOOR

35.1 None

Pe/21/36 MINUTES OF PREVIOUS MEETING

36.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 10th January 2022 be accepted as a true and fair record. **Agreed**

Pe/21/37 INFORMATION AND CORRESPONDANCE ITEMS

37.1 None

Pe/21/38 CONFIDENTIAL SESSION

38.1 Cllr Young **proposed, seconded** by Cllr Northam 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/39 STAFFING MATTERS

Cllr Young brought forward items 7.2, 7.3 and 7.4 to be discussed first and items 7.1 and 7.5 will be discussed with the absence of the Clerk and Deputy Clerk **.**

39.1 **To discuss and agree if there is a need to further consider providing additional staffing recourse to address the significant excess hours being undertaken by the office staff following recommendation from the working party.**
The committee discussed the recommendation from the working party for the Admin Assistant to assist with the current workload.
Cllr Young **proposed seconded** by Cllr I Alexander that the Admin Assistant's hours should be increased by 4 hours per week to temporarily assist the office with the workload to be reviewed after 6 months. **Agreed.**

39.2 **To discuss and agree if there is a further need to consider that the Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night following recommendation from the working party.**
The working party, following conversations with the Deputy Clerk and Admin Assistant, recommended the following:
Cllr Young **proposed, seconded** by Cllr Norcross that the Deputy Clerk and the Admin Assistant continue to work voluntary at the Community Film Night however the decision should be open to review at any time in consideration with the staff. **Agreed.**

39.3 **To discuss and agree to recommend to Full Council a raise the hourly rates for Caretakers and the Admin Assistant to coincide with the agreed rise to National Minimum Wage levels due in April.**
Cllrs discussed rates above the National Minimum Wage for the Caretakers and the Admin Assistant.
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends to Full Council an increase above the National Minimum Wage, as per the supporting paper, for the hourly rate of pay for the Caretakers from 1st April 2022. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee recommends to Full Council an increase above the national minimum wage, as per the supporting paper, for the hourly rate of pay for the Admin Assistant from 1st April 2022. **Agreed.**

The Clerk and Deputy left the meeting at 8.30pm.

39.4 **To discuss and agree a recommendation to Full Council regarding salary re-grading for Clerk and Deputy Clerk based upon of the independent evaluation caried out by LCC on behalf of SLCC and other briefing notes.**
Cllr Norcross **proposed, seconded** by Cllr Lloyd that the Personnel Committee recommends to Full Council that the Clerk's salary changes from LC2 to LC3 FROM 1ST April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed**.

39.4.1 Cllr Norcross **proposed, seconded** by Cllr Young that the Personnel Committee recommends to Full Council that the Deputy Clerk's salary is paid at the full rate of the salary scale LC2 from 1st April 2022 in accordance with the evaluation carried out by the LCC in January 2022 . **Agreed**.

39.5 **To discuss and agreed a formal complaint to the committee.**
Following a full and in-depth consideration of the complaint
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee having considered in depth the complaints submitted on January 25-28, 2022, a response will be sent to the complainant. **Agreed** 5 for and 1 abstention.

Pe/21/40 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 9.52pm

Signed ……………………………………. Chairman

The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 6TH APRIL 2022AT 6.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd, Bell and I. Alexander

Clerk: John Fullbrook
Deputy Clerk Hazel Roxby

Members of the public None

Meeting Commenced 6.30pm

DRAFT MINUTES (Non - Confidential)

Pe/21/41 APOLOGIES FOR ABSENCE

41.1 There were apologies from Cllrs Northam and Hanson

Pe/21/42 DECLARATIONS OF INTEREST.

42.1 There were no declarations of interest from Cllrs.

Pe/21/43 QUESTIONS FROM THE FLOOR

43.1 None for this meeting

Pe/21/44 MINUTES OF PREVIOUS MEETING

44.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 1st February 2022 be accepted as a true and fair record. **Agreed** 4 for and 1 abstention

Pe/21/45 INFORMATION AND CORRESPONDANCE ITEMS

45.1 None

Pe/21/46 STAFFING MATTERS

46.1 **To discuss and agree a recommendation to Full Council regarding proposed Staff discounts for Steyning Centre Hall Hire fees, for personal events only.** A draft policy was sent out to committee members prior to the meeting. Cllr discussed the draft policy and made 3 amendments; remove the word '*etc*', replace '*signed off'* with '*agreed by',* and change '20%' to '25%'.
Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full council that the Staff Discount Policy for {Steyning Centre} Hall Hire be adopted. **Agreed.**

46.2 **To discuss and agree payment of Clerks Cilca training course - £365. {Qualification fee already paid}**
The Clerk informed that he has paid the qualification fee of £410 to SLCC so that the course can be started with immediate effect. The mentoring fee is a further £365. The course is expected to take approximately 300 hrs over 6 to 12 months and is A Level equivalent. A Learning Agreement has been signed by the Clerk and Chairman of the Council on behalf of the council to confirm the commitment to the Cilca course being completed. Cllr Norcross **proposed, seconded** by Cllr Young the Personnel Committee recommend to Full Council that the Council pay the full amount of £775.00 to cover the Cilca training course. **Agreed.**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

Pe/21/47 CONFIDENTIAL SESSION

Cllr Young **proposed, seconded** by Cllr Norcross 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 agenda item 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain**. Agreed.**

Pe/21/48 STAFFING MATTERS

48.1 To consider the Clerk's Appraisal report and discuss and agree a recommendation to Full Council for a subsequent pay award in line with previous Full Council agreement.

The previous SPC agreement stated '*the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale*' subject to successful completion of the appraisal process.
Cllr Norcross **proposed, seconded** by Cllr Bell that having considered the Clerks' appraisal of 24th March 2022 the Personnel Committee recommends to Full Council the subsequent pay award in line with the previous Full Council agreement. **Agreed**

Pe/21/49 DATE OF NEXT FULL COUNCIL MEETING: Monday 11th April 2022

The Chairman closed the meeting at 7.35pm

Signed ……………………………………………………………….. Chairman