

**STEYNING FULL ANNUAL PARISH COUNCIL MEETING  
MONDAY 18<sup>th</sup> MAY 2015  
AT 7.30 PM IN THE STEYNING CENTRE**

**Prior to the commencement of the meeting, the Clerk received  
Declarations of Acceptance of Office from all Councillors**

Due to the length of the meeting and the number of procedural items, there was no public question time, however, Cllr Bowell noted that there had been some concern regarding development at the Newman's Gardens car park, belonging to HDC and advised that Steyning Parish Council were unable to express an opinion, since they had not met to discuss the concern and there was no evidence of a proposal. Cllr Lloyd (HDC) had spoken with the Community Services Director, HDC, who confirmed that there was no plan or truth in the suggestion that HDC would develop Newman's Gardens car park.

**Present:** Cllr Bowell, Lloyd (HDC), Toomey, Muggridge, Muncey, Willett (HDC), Goldsmith, S Sullivan and G Sullivan.

**Members of the public:** 22

**Clerk:** Rebecca Luckin

**Meeting was convened at 7.35pm.**

**MINUTES**

**15/1. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 15/16**

**1.1** A nomination for Cllr Bowell was received from Cllr Toomey and a paper ballot held. Cllr Toomey **proposed, seconded** by Cllr Muggridge that Cllr Bowell take the office of Chairman to Steyning Parish Council. **Agreed unanimously.**  
Cllr Bowell signed a Declaration of Acceptance of Office of Chair.

**15/2. ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 15/16 (by paper ballot)**

**2.1** A nomination for Cllr Lloyd was received from Cllr Toomey and a paper ballot held. Cllr Muggridge **proposed, seconded** by Cllr Toomey that Cllr Lloyd take the office of Vice-Chair to Steyning Parish Council. **Agreed unanimously.**

**15/3. APOLOGIES FOR ABSENCE**

**3.1** Apologies were received and accepted from Cllr Barling (WSSC) and Cllrs Ness-Collins and Trundle.  
Cllr Bowell **proposed, seconded** by Cllr Lloyd that Cllr Trundle be given permission to delay the signing of the Declaration of Acceptance of Office form at or before the meeting of 8<sup>th</sup> June 2015. **Agreed.**

**15/4. DECLARATIONS OF INTEREST AND DISPENSATIONS** – None for this meeting, Councillors will complete a Register of Interest to be placed on the website. Cllrs Lloyd (HDC) and Willett (HDC) will abstain from any planning decisions.

**15/5. MINUTES OF THE PREVIOUS MEETING**

Cllr Lloyd **proposed, seconded** by Cllr Muncey that the minutes of the meeting of 13<sup>th</sup> April 2015 were a true record of the meeting, to be signed by the Chairman. **Agreed.** New Councillors, who were not in office at the time of the meeting, did not take part in the vote.

**15/6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising or actions to report for this meeting.

**15/7. REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**

**7.1 Finance & Community Committee (9)** – Cllr Muncey **proposed, seconded** by Cllr Muggridge that the committee should include Cllrs Bowell, Lloyd, Toomey, Goldsmith, S Sullivan and G Sullivan, plus Chairs of Committees. **Agreed.**

**7.2 Highways & Lighting Committee (7)** - Cllr Toomey **proposed, seconded** by Cllr Lloyd that the committee should include Cllrs Muncey, Willett, S Sullivan, G Sullivan and Goldsmith. **Agreed.**

**7.3 Planning Committee (7)** – Cllr Muggridge **proposed, seconded** by Cllr Lloyd that the committee should include Cllrs Muggridge, Muncey, Trundle, Toomey, Ness-Collins and (due to withdrawal of archaeological advice by WSCC) an additional non-voting, Associate Councillor with archaeological expertise, Mr Chris Tod (Curator of Steyning Museum). **Agreed.**

**7.4 Playing Fields Committee (7)** – Cllr Toomey **proposed, seconded** by Cllr Muncey that the committee should include Cllrs Bowell, Lloyd, Ness-Collins, and Goldsmith. **Agreed.**

**7.5 Steyning Centre Committee (7)** – Cllr Muggridge **proposed, seconded** by Cllr Goldsmith that the committee should include Cllrs Bowell, Willett, Trundle, and an additional non-voting, Associate Councillor with expertise in building maintenance, retired Councillor Roger Toms. **Agreed.**

**15/8. CONFIRM COMMITTEE TERMS OF REFERENCE**

**8.1 Finance & Community**

Cllr Toomey **proposed, seconded** by Cllr Muncey that the terms of reference be confirmed. **Agreed.**

**8.2 Highways & Lighting**

Cllr Muncey **proposed, seconded** by Cllr Lloyd that the terms of reference be confirmed. **Agreed.**

**8.3 Planning**

Cllr Muggridge **proposed, seconded** by Cllr Goldsmith that the terms of reference be confirmed. **Agreed.**

**8.4 Playing Fields**

Subject to additional clarification regarding Village Green status being included, Cllr Lloyd **proposed, seconded** by Cllr Muncey that the terms of reference be confirmed. **Agreed.**

## 8.5 Steyning Centre Committee

Cllr Muncey **proposed, seconded** by Cllr Toomey that the terms of reference be confirmed. **Agreed.**

## 15/9. ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME

9.1 Councillors reviewed Standing Orders (following the NALC model).

Cllr S Sullivan **proposed, seconded** by Cllr Muggridge that, subject to the inclusion of additional information the document be adopted. **Agreed.** Further revision can take place at Working Practices meetings.

9.2 Councillors reviewed Financial Regulations (following the NALC model).

Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the document be adopted. **Agreed.**

9.3 Councillors reviewed the Code of Conduct

Cllr Toomey **proposed, seconded** by Cllr Willett that the document be adopted. **Agreed.**

9.4 Councillors reviewed the Dispensation Scheme

Cllr Toomey **proposed, seconded** by Cllr Lloyd that the document be adopted. **Agreed.**

## 15/10. REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES

10.1 Steyning Area Youth Service (SAYS) Trustees

Cllr Lloyd **proposed, seconded** by Cllr Muggridge that Cllr Bowell be appointed as SAYS representative. **Agreed.**

10.2 SAYS Management Committee

Cllr Lloyd **proposed, seconded** by Cllr Toomey that Cllr Muggridge be appointed as representative, until another Councillor is able take his place. **Agreed.**

110.3 HALC / SALC / NALC

Cllr Muncey **proposed, seconded** by Cllr Lloyd that Cllr Toomey be appointed as representative. **Agreed.**

10.4 Local Action Team (LAT)

Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that Cllr Muncey be appointed as representative. **Agreed.**

10.5 Joint Parishes Burial Board (JPBB)

Cllr Goldsmith **proposed, seconded** by Cllr Willett that Cllrs Bowell and G Sullivan be appointed as representative. **Agreed.**

10.6 South Downs National Park Authority (SDNPA) (closing date for nominations 15.6.15)

Cllr Muncey **proposed, seconded** by Cllr Lloyd that Cllr S Sullivan be appointed as representative. **Agreed.**

10.7 Isolation & Loneliness representative

Cllr Muncey **proposed, seconded** by Cllr S Sullivan that Cllr Toomey be appointed as representative. **Agreed.**

10.8 Representatives on Neighbourhood Plan Steering Group (SWAB)

Cllr Lloyd **proposed, seconded** by Cllr Muncey that Cllrs Muggridge and Toomey be appointed as representatives. **Agreed.**

10.9 Tree Warden for Steyning Parish Council

Cllr Muncey **proposed, seconded** by Cllr Goldsmith that Mr Simon Zec be appointed as Tree Warden. **Agreed.**

#### **15/11. GENERAL POWER OF COMPETENCE**

**11.1** The Clerk confirmed eligibility to adopt the General Power of Competence.

**11.2** Cllr Toomey **proposed, seconded** by Cllr Lloyd that Steyning Parish Council adopt the General Power of Competence. **Agreed.**

#### **15/12. TO CONFIRM PARISH COUNCIL BANK ACCOUNT SIGNATORIES**

**12.1** Following agreement at Full Council 13.04.15, Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that bank signatories remain as Cllrs Lloyd, Ness-Collins, Toomey, Bowell, Muggridge, Muncey and Willett and that the Clerk should be required to sign all cheques for payment. **Agreed.**

#### **15/13. ASSET AND LAND REGISTERS**

**13.1** Steyning Parish Council Asset Register

Cllr Lloyd **proposed, seconded** by Cllr Muggridge that the current register be approved and updated on an ongoing basis, as agreed with the Internal Auditor, and published on the website annually. **Agreed.**

**13.2** Steyning Parish Council Land Register

Cllr Willett **proposed, seconded** by Cllr Muggridge that the current register be approved and updated on an ongoing basis, as agreed with the Internal Auditor, and published on the website annually. **Agreed.**

#### **15/14. TO REVIEW PARISH COUNCIL INSURANCE COVER IN RESPECT OF ALL RISKS INSURED**

**14.1** The Clerk confirmed that the current insurance policy was sufficient to cover the assets listed on the Asset Register, provide revenue protection, legal liabilities cover and employee cover. The policy is due for renewal at the end of July and will be discussed by F&C on 02.06.15.

#### **15/15. TO REVIEW PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**

**15.1** Sussex Association of Local Councils (SALC & NALC)

Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that SPC subscribe. **Agreed.**

**15.2** Horsham Association of Local Councils (HALC)

Cllr Muncey **proposed, seconded** by Cllr Goldsmith that SPC subscribe. **Agreed.**

**15.3** Society of Local Council Clerks (SLCC)

Cllr S Sullivan **proposed, seconded** by Cllr G Sullivan that SPC subscribe. **Agreed.**

#### **15/16. REVIEW OF THE COMPLAINTS PROCEDURE**

**16.1** Cllr Muncey **proposed, seconded** by Cllr Lloyd that the current Complaints Procedure, adopted in March 2014, should be reviewed by the Working Practices Working Group. **Agreed.**

#### **15/17. REVIEW OF THE PUBLICATION OF INFORMATION SCHEME**

**17.1** Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that the current Publication Scheme, adopted in 2008, should be reviewed by the Working Practices Working Group. **Agreed.**

#### **15/18. REVIEW OF THE TIMING OF PUBLIC QUESTION TIME DURING MEETINGS**

Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that the **meeting be adjourned** and a member of the public be invited to raise a question. **Agreed.**

#### **18.1** Councillors and members of the public discussed the options and implications for members of the public.

Cllr Howell **proposed, seconded** by Cllr S Sullivan that question time should take place at the beginning of a meeting for a maximum of 15 minutes. Cllr Muncey **proposed in addition** that each Committee Chair should have the power of discretion to invite input from members of the public at the meeting if they are of the opinion that further information is available. **Agreed.**

**The meeting was reconvened at 8.35pm**

#### **15/19. REVIEW OF COUNCILLORS ALLOWANCES**

#### **19.1** The Clerk confirmed that no provision had been made in the current budget for allowances, but a scheme for Councillors' allowances could be discussed, along with a proposal to include provision in the 16/17 budget.

Cllr Lloyd **proposed, seconded** by Cllr Muncey that Councillors should not claim allowances during this financial year, but could continue to claim for travel to meetings outside of the parish, and training events. **Agreed.**

#### **15/20. POLICE AND NEIGHBOURHOOD WARDEN REPORTS**

#### **20.1** Received at F&C 5<sup>th</sup> May, circulated prior to meeting and available on website. Councillors noted that Wardens played a valuable role within the community, particularly since the PCSO will not be replaced, and also work positively with the Youth Club.

#### **15/21. NEIGHBOURHOOD PLAN**

#### **21.1** Cllr Muggridge provided an update on progress and noted that Focus Groups have analysed the questionnaire results to provide Community Views for the Stage One Report. The 'Call for Sites' process has been launched, with a reasonable response from landowners. Criteria will be set prior to sites being assessed by members of the Steering Group. The public will be offered the opportunity to comment upon the sites being considered. A training session provided by HDC was extremely helpful regarding the inspection and referendum process. Work on creating a Youth Survey has commenced.

#### **15/22. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

#### **22.1 Finance & Community Committee –**

#### **22.1** a) Councillors received the Income & Expenditure report for 2014/15 (approved by SPC Auditor). Cllr Lloyd **proposed, seconded** by Cllr Muncey that the report be accepted. **Agreed.**

b) Councillors received the balance sheet for 31.03.15 (approved by SPC Auditor). The Clerk provided an explanation of variance compared to the previous year.

Cllr Toomey **proposed, seconded** by Cllr Muncey that the report be accepted and signed by the Chairman. **Agreed.**

c) Minutes of the F&C meeting of 5<sup>th</sup> May 2015.

Following an agreed amendment, Cllr Lloyd **proposed, seconded** by Cllr Bowell that the minutes be adopted. **Agreed.**

## **22.2 Highways & Lighting Committee**

Minutes of the meeting of 29<sup>th</sup> April 2015, Cllr Bowell **proposed, seconded** by Cllr Lloyd that the minutes be adopted. **Agreed.**

Cllr Muncey provided an updated on proposals at Mouse Lane and the possibility of urinal extension in the High Street toilets. A lit handrail on the footbridge between King's Barn Villas and Goring Road and funding is being investigated and progressed. Cllr Willett declared an interest, as governor of Steyning Grammar School, while progress on repair to a handrail at the junction of Church Street / High Street was discussed. Materials have been approved and SGS have the matter in hand. Cllr Lloyd thanked Cllr Muncey for hard work in progressing projects.

**22.3 Playing Fields Committee** – adopt minutes of the meeting of 21<sup>st</sup> April 2015. Cllr Lloyd **proposed, seconded** by Cllr Willett that the minutes be adopted. **Agreed.**

**22.4 Steyning Centre Committee** – adopt minutes of the meeting of 28<sup>th</sup> April 2015. Cllr Toomey **proposed, seconded** by Cllr Muncey that the minutes be adopted. **Agreed.**

## **22.5 Planning Committee**

Minutes of the meetings of 21<sup>st</sup> April and 5<sup>th</sup> May 2015. Cllr Muncey **proposed, seconded** by Cllr Willett that the minutes be adopted. **Agreed.**

Cllr Muncey provided clarification on a recent letter that had been delivered to residents in the Conservation Area. The contents of the letter were taken from the draft Conservation Area policy document which has been read and approved by the Strategic Planning Team at HDC. Retired Cllr Alexander was verbally advised by Laura Bourke of that team that proposals have to be widely consulted upon as part of the forthcoming Neighbourhood Planning process, and once the Conservation Area policy document has been consulted upon and adopted, the Parish Council could then apply to HDC for an Article 4 direction which will make its contents mandatory. The aim of the letter was to remind residents of the need to take account of the importance of preserving the character of the conservation area as a whole, to encourage them to discuss proposed changes to the outside of their properties with HDC and to let them know that a new Conservation Area policy is shortly to be consulted upon. Cllr Muggridge noted that the Neighbourhood Plan may take longer than initially planned, and it may be necessary to take a separate consultation on the Conservation Area document. To be discussed by Planning Committee. Councillors had expressed concern regarding withdrawal of archaeological advice, late arrival of plans, and the introduction of a paperless system at HDC.

## **15/23. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

**23.1** Cllr Lloyd (HDC) thanked members of the public for their vote and confirmed that both HDC Councillors looked forward to representing Steyning residents.

**23.2** Cllr Willett (HDC) reported that inductions and introductions had taken place.

**15/24. ITEMS FOR PRESS RELEASE** - None for this meeting.

**15/25. INFORMATION**

- 25.1** WSCC thanked residents for an increase in use of recycling facilities, particularly since further plastics have been accepted for recycling.
- 25.2** The Big Church Day Out is scheduled for May Bank Holiday. The main stage has been re-oriented to reduce noise nuisance to local residents, who are offered reduced rate tickets for the event.
- 25.3** WSCC electoral divisions are being reviewed by the Local Government Boundary Commission for England. The Parish Council is invited to submit comments by 21<sup>st</sup> May. WSCC have expressed a wish that boundaries remain the same.
- 25.4** Steyning Grammar School has advised of photography exhibition 11<sup>th</sup> June 6.30 – 9pm at Shooting Field.
- 25.5** Bramber Annual Parish Meeting 20<sup>th</sup> May, including speaker from the Environment Agency regarding changes in drainage policies.

**15/26. CORRESPONDENCE**

- 26.1** Letter of welcome from NALC (circulated to all Councillors)

**15/27. MEETING DATES FOR THE FORTHCOMING YEAR** (circulated prior to the meeting)

- 27.1** Cllr Lloyd **proposed, seconded** by Cllr Muncey that the meeting dates be set. **Agreed.**

**15/28. Date of next Full Council Meeting** - 7.30pm 8<sup>th</sup> June 2015.

The meeting closed at 9.20pm

Signed: ..... Date: 8<sup>th</sup> June 2015  
Chairman