

# Steypning Parish Council



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## MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 18<sup>TH</sup> December 2017 AT 7.30PM  
IN THE STEYNING CENTRE

Present: Cllrs Northam, Willett, Pearcey, Toomey, Hanson, Muggerridge, S Sullivan, G Sullivan, Picking, Goldsmith and Muncey.

Clerk: John Fullbrook

Members of the Public: 5 {including Wardens - Paul Conroy, Mike Pearce and WSCC Cllr Barling}

Meeting commenced 7.30 pm

## DRAFT MINUTES

### ACTION

- |                                    |  |
|------------------------------------|--|
| <b>FULL/17/136</b><br><b>136.1</b> | <b>APOLOGIES</b><br>Apologies were received from Cllrs Trundle, Bowell, Lloyd and Syred.   |
| <b>FULL/17/137</b><br><b>137.1</b> | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b><br>There were declarations of interest from Cllr S Sullivan – declared interest in Agenda Items 18.0 and 19.0 (154, 155) as well as being a member of the Steyning Community Orchard group and Cllr Goldsmith declared interest in Agenda Items 18.0 and 19.0 (154, 155) and Cllr G Sullivan declared interest in Agenda Item 18.0 (154) as well as being a member of the Steyning Community Orchard group |
| <b>FULL/17/138</b><br><b>138.1</b> | <b>QUESTIONS FROM THE FLOOR</b><br>None  |
| <b>FULL/17/139</b><br><b>139.1</b> | <b>MINUTES OF PREVIOUS MINUTES</b><br>Cllr Northam <b>Proposed</b> , Cllr Pearcey <b>seconded</b> the minutes of the meeting held on the 20 <sup>th</sup> November 2017 be agreed as a true and accurate record of proceedings.<br><b>Agreed</b>   |
| <b>FULL/17/140</b><br><b>140.1</b> | <b>MINUTES ARISING AND ACTIONS</b><br>FULL/17/118.3 – Statement from the Chairman – Clerk actioned distribution directly after meeting   |



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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- 140.2** FULL/17/122.3 – Briefing note re the membership of the Jnt. Cemetery committee – ongoing Cllr Bowell  
Cllr Willett
- 140.3** FULL/17/125.4.2 – Neighbourhood Wardens scheme incentives – The Clerk reported that there are financial incentives from HDC for Parishes wishing to set up new Warden schemes, and the Clerk was asked if Steyning Parish Council had received anything – The Clerk reported to F&GP last week that Steyning PC did indeed receive financial assistance at the beginning of the Wardens scheme, and for some years thereafter, although it was not called seed money then, and it would be difficult to quantify as some assistance was via direct help with things like transportation rather than just a financial sum. Clerk will attempt to put a figure on this and report back. **CLERK**
- 140.4** FULL/17/128.5.2 - Minutes from 14<sup>th</sup> November F&GP to be received – Under Agenda Item 11.4
- 140.5** FULL/17/132.1 - Horsham Matters operational costs – Under Agenda Item 7.2
- 140.6** FULL/17/133.1 - Wardens steering group representation – The Clerk reported he had arranged for the resumption of steering group meetings with the Community Safety Officer, and has booked a room here at the Steyning centre for the first one (obviously involving the other Council's too) on the 1<sup>st</sup> February at 11am. There were 4 volunteers who came forward at the last full council meeting but the steering groups proposed terms of reference ask for just two. Cllr Northam **proposed** that we accept Cllrs Hanson and Pearcey as representatives on that body, **seconded** by Cllr Muggeridge. **Agreed.** Clerk also to check to see if the other two Cllrs who were interested could rotate into the group if terms of reference allowed. **CLERK**
- 140.7** FULL/17/134.1 – Bullying investigation – under Agenda item 18.0
- FULL/17/141** **NEIGHBOURHOOD WARDENS' REPORT**
- 141.1** Paul Conroy read out the Neighbourhood wardens report for the last month for issues that have arisen up until last week (Available on the web site)
- 141.2** As had been previously reported there had been a small staff rota change with the Wardens changing a Friday night once a month to a Sunday cover
- 141.3** Wardens could be involved in the future with issuing Parking notices if necessary
- FULL/17/142** **JOINT PARISH YOUTH COMMITTEE**
- 142.1** Cllr Northam **proposed, seconded** by Cllr Pearcey that this item moved to just before Confidential items. **Agreed**
- FULL/17/143** **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
- 143.1.1** **Cllr Willett reports from HDC** – Horsham DC have selected a new Chief executive officer – to be formally approved tomorrow. Mr Glen Chip from Epping.
- 143.1.2** In January there will be a selection process for a new Monitoring Officer

- 143.2.1** **Cllr Barling reported from WSCC.** Steyning Grammar school has an ambitious project to develop and extend the existing building using DFE and WSCC funding, so that there is no further need for the 10 old huts. Planning permission is being sought with it is hoped the new classroom space being operational by December of next year. Also the school have plans to build a boundary fence. This will help combat any possible Safeguarding issues.
- 143.2.2** Steyning Police station has been 'Saved' from imminent closure – There will be some refurbishment starting April 2018. Cllr Barling to see if the service will still include a manned Front desk **Cllr Barling**
- 143.2.3** Springwells Drain has been overflowing – Any ideas to help stop this then please let Cllr Barling know
- 143.2.4** A local resident had contacted Cllr Barling re over grown verges on the A283 near the pedestrian crossing – This has been actioned
- 143.2.5** The Pedestrian crossing in the High street is to be painted in the next few days
- 143.2.6** WSCC still have a shortfall on savings to find in the region of £3.6 Million by April
- 143.2.7** The WSCC will be unveiling a new way of working towards Grant funding for organisations in the region – via the web site – a work in progress to potentially start in April. – There is money still available for this year – please direct groups interested to Cllr Barling
- 143.2.8** Update on the Quarry – Subject of a detailed report that was presented to WSCC last Friday. The Inspector of the Enquiry accepted the report that had been put forward by the objectors stating the Soft sand policy had been unsound. The Cabinet member now has a new policy without soft sand – There will be public consultation in due course
- 143.2.9** The 'What if' campaign is an offer to groups for WSCC to supply training and signage to assist with emergency response - with funding up to £1000. Cllr Barling will get them to ring the Clerk with further details. **CLERK**
- 143.2.10** There is a proposal that the local Bus services will need to be reduced to save money – more details to follow from Brighton and Hove
- 143.2.11** Cllr Hanson wanted to register the Councils thanks to Cllr Barling and have it minuted – The Chair echoed this thanks.
- 143.3.1** **Cllr Toomey reported from HALC** – A meeting coming up soon
- 143.3.2** **Cllr Muncey reported on Car Parking** – The Council was still awaiting responses to emails on Steyning Car Park developments and the change of timings on the pay machines. Clerk to push HDC for a response **CLERK**
- 143.4** **Cllr Willett – nothing to report on Cemetery committee** as no meeting

- 143.5 PPG Update** – Nothing to report
- FULL/17/144 QUARRY UPDATE**  
**144.1** Cllr Northam proposed, seconded by Cllr Pearcey that this report has already been heard and we can skip to the next Item. Agreed
- FULL/17/145 NEIGHBOURHOOD PLAN**  
**145.1** Update on Neighbourhood plan – Cllr Muncey reported that despite a widespread campaign there had been little response for Volunteers up to now (5 expressions of interest) and that all Council members needed to encourage people to apply. Despite this Cllrs Muncey and Trundle will be interviewing tomorrow (19<sup>th</sup> December).
- FULL/17/146 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**  
**146.1** **Planning Committee** - To receive the minutes and approve the recommendations of the meeting held on the 27<sup>th</sup> November 2017. Cllr Hanson **proposed, seconded** by Cllr S Sullivan. **Agreed**
- 146.2** **Amenities Committee** – The Minutes of 28<sup>th</sup> November were circulated late and the Council wanted more time to check through them – They will be received again at next Full Council **CLERK**
- 146.3** **Premises Committee** – To receive the minutes and approve the recommendations of the meeting held on the 5<sup>th</sup> December 2017. Cllr Muncey **proposed, seconded** by Cllr Hanson. **Agreed**
- 146.4** **Finance and General Purposes committee** – To receive the minutes and approve the recommendations of the meeting held on the 14<sup>th</sup> November 2017. Cllr Pearcey **proposed, seconded** by Cllr Muggeridge. **Agreed**
- 146.5.1** **Finance and General Purposes committee** – To receive the minutes and approve the recommendations of the meeting held on the 12<sup>th</sup> December 2017. Cllr Pearcey **proposed, seconded** by Cllr Northam. **Agreed**
- 146.5.2** The Clerk reported some relevant information from the F&GP meeting on the 12<sup>th</sup> December to ensure all Councillors noted details. In terms of Parish finances, all the draft budget lines for 2018/19 have now been checked by Committee Chairs and the Clerk with the exception of the finer details relating to Salaries, but this is to be discussed tomorrow (19<sup>th</sup> December) between Clerk and Chair of F&GP Cllr Pearcey. The Clerk and Cllr Syred will be looking at Premises projects on Wednesday 20<sup>th</sup> Dec. At the beginning of January, Council have historically met to agree all Council budgets - line by line – the provisional date for this is the 10<sup>th</sup> January. And in terms of dates for the Diary, all Councillors ought to be aware of the Chairs and Clerks training session which is now open to all Councillors and is booked for the 11<sup>th</sup> January at 6.30 to 8.30pm in the Steyning Centre.
- FULL/17/147 DATES FOR MEETINGS 2018/19**  
**147.1** To agree the dates for committee meetings which cover the period May 2018 to May 2019 – Councillors discussed whether one Planning meeting per month was

adequate, however it was pointed out that if needs be, a second meeting could be arranged. Cllr Northam **proposed, seconded** by Cllr Pearcey that the Dates for Meetings 2018/19 be accepted. **Agreed**

- FULL/17/148**  
**148.1**      **WEST SUSSEX RIGHTS OF WAY MANAGEMENT PLAN**  
WSCC Highways and transport seeking public consultation on draft West Sussex Rights of Way Management plan. - Councillors considered the time given for this public consultation was inadequate especially given the length of the documents involved. Cllr Northam **proposed, seconded** by Cllr Pearcey that the Clerk should ask for an extension beyond the 31<sup>st</sup> January for the Councils response if possible and also to put this item on the next Full Council agenda. **Agreed**      **CLERK**
- FULL/17/149**  
**149.1**      **SECTION 106 MONIES**  
Successful bid by Steyning Festival for water installation project reported by Clerk. The Clerk had sent a collation of Councillor comments to be considered by the Planning Obligations panel prior to the meeting. Council asked the clerk to circulate once again the letter form the Planning Obligations Officer outlining how to request section 106 monies and the associated process and also to put this item back onto Committee meeting Agenda's.      **CLERK**
- FULL/17/150**  
**150.1.**      **CORRESPONDANCE AND INFORMATION ITEMS**  
Email correspondence from Tom Aubrey to Cllr Lloyd with regards to the Police station situation. Council asked Clerk to send the questions onto Cllr Barling to respond and to advise the resident of this action.      **CLERK / Cllr Barling**
- 150.2**      Correspondence from new Chair of Governors from Steyning Grammar School – Sue Gearing. Council asked Clerk to send an email to Sue extending an invitation to the next Full Council session so that Councillors could meet her.      **CLERK**
- FULL/17/151**  
**151.1**      **JOINT PARISH YOUTH COMMITTEE**  
Cllr Muggeridge updated that there had been no further meetings since last Full Council, but that Emma had now left and that in her place Alan Taylor had been appointed and is actually academically more qualified for the role.
- 151.2**      The Clerk had distributed financial details covering Youth service provision for the year 2018/19 and the F&GP decision from last week's meeting. Cllr Muggeridge **proposed, seconded** by Cllr Hanson that the Council accepts the recommendation of F&GP under ITEM 81.2. **Agreed**
- 151.3**      The Clerk had distributed the updated Joint Parish Youth Committee Memorandum of Understanding (MOU). Cllr Willet **proposed, seconded** by Cllr Pearcey that the Council sign the MOU on the condition that the Joint Parishes Youth Committee confirms they will publish their meeting dates in advance and publish the minutes of those meetings. **Agreed – recorded vote** - 8 For, 1 Against Cllr S.S., 2 Abstentions, Cllrs R.G. and G.S.

**FULL/17/152**      **CONFIDENTIAL SESSION**  
**152.1**            To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 17 would be prejudicial in the public interest  
Cllr Northam **proposed, seconded** by Cllr Pearcey that the meeting go into confidential session and be adjourned for a short period. **Agreed**

**FULL/17/153**      **END OF CLERKS PROBATIONARY PERIOD**  
**153.1**            Cllr Willett **proposed**, Cllr Muggeridge **seconded** the Council confirm the successful completion of the Clerk's probationary period. **Agreed, Recorded vote 8 For {SN,MW, SP, MT, BP, NM, GM, DH}, 3 Abstaining {SS, GS, RG}**

**FULL/17/154**      **DIGNITY AT WORK**  
**154.1**            Having declared an interest in this Item two Councillors left the meeting room.

**154.2**            Cllr Northam **proposed, seconded** by Cllr Willet that this council agrees that no internal investigation will be conducted in cases of councillor to councillor misconduct including allegations of bullying. Instead councillors are recommended to submit a Code of Conduct complaint to the HDC Monitoring Officer. **Agreed**

**154.3**            Two councillors returned to the room

**FULL/17/155**      **ISSUES ARISING FROM REMARKS MADE DURING RECENT MEETING**  
**155.1**            During the debate on this item Cllr Goldsmith decided to leave the meeting (at 9.58).  
Cllr Northam to write to Cllr Goldsmith concerning failure to observe Standing Orders. **Cllr Northam**

**155.2**            Cllr Northam **proposed, seconded** by Cllr Pearcey that in the case of the reported discussion between a Councillor and a member of the public, the Council has received advice and will abide by that advice. **Agreed.** Clerk to circulate that advice to Councillors **CLERK**

**FULL/17/156**      **Meeting closed at 10.12 pm** (This being the 2.5 Hours cut off plus allowing for an adjournment prior to confidential session)

**DATE OF NEXT MEETING – 15<sup>th</sup> January 2018**

Signed ..... **Date 15<sup>th</sup> January 2018**

**Chairman**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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