

Steyping Parish Council



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**MEETING OF FULL PARISH COUNCIL
HELD ON MONDAY 20TH November 2017 AT 7.30PM
IN THE STEYNING CENTRE**

Present: Cllrs Northam, Bowell, Willett, Pearcey, Lloyd, Toomey, Syred, Picking, Trundle, Muggeridge, and Muncey.

Clerk: John Fullbrook

Members of the Public: 11 {including Wardens - Paul Conroy, Mike Pearce and Police representatives – Mandy Symes, Damien Cecil and Karen Deannes}

Meeting commenced 7.30 pm

DRAFT MINUTES

		ACTION
FULL/17/117 117.1	APOLOGIES Apologies received from Cllrs Goldsmith, S Sullivan, Picking and G Sullivan. Also apologies received from Cllr Barling.	
FULL/17/118 118.1	Statement from the Chairman The Chairman read out a statement, in which he reiterated the need for Councillors to be aware of the details set out in the approved Steyning Council Standing orders (Available on the Web site). He reasoned that at the last Full Council meeting Councillors regularly interrupted and spoke over one another which was not conducive to the affective conduct of the meeting. He was also aware that without this explanation the public might think it unfair for the Chairman to refuse a Councillor the opportunity to speak, or in asking them to stop speaking on occasions, if they were not aware that the reasoning behind these decisions is sanctioned by the Standing Orders.	
118.2	Cllr Toomey asked that a copy of the statement be distributed separately.	CLERK
FULL/17/119 119.1	DECLARATIONS OF INTEREST AND DISPENSATIONS There were no declarations of interest received.	



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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FULL/17/120**QUESTIONS FROM THE FLOOR****120.1.1**

Q. From Mr Cree - *As required by Standing Order 3e, what is the actual reason for the JPYC update being undertaken in confidential session and why have no reasons been given in the Agenda for the confidential discussion on the Neighbourhood Wardens?*

120.1.2

A. Cllr Northam asked the Clerk to reply. The Clerk stated that the main reason was that Council may be covering personal issues in terms of individuals working within these services. Cllr Northam added that the minutes would show a version of what was being discussed minus these issues. Cllr Syred also added that the Youth Provision report and budget would become available on the web site.

FULL/17/121**MINUTES OF PREVIOUS MEETINGS****121.1**

Cllr Northam **Proposed**, Cllr Bowell **Seconded** the minutes of the Meeting held on 16th October 2017 be agreed as a true correct record of proceedings. **Agreed**

Minutes signed by the Chair**FULL/17/122****MATTERS ARISING AND ACTIONS****122.1**

FULL/17/105.1 – Clerk informed meeting that presentation will take place under Agenda Item 7.0

122.2.1

FULL/17/106.4 – Clerk confirmed he had obtained guidelines on email circulation and had sent to all Councillors.

122.2.2

Cllrs wanted to hear them again – As follows - *If a member of the public emails and asks Clerk to circulate content to all Cllrs; the Clerk is under no legal obligation to circulate this email. The Clerk could point out to the member of the public that there is a public participation session in our meetings in order for them to ask questions. The Clerk could then discuss with the appropriate Chairman and seek approval on his decision not to send if he deems it unsuitable.*

122.3

FULL/17/108.5.2 – Briefing note re membership of Jnt. Cemetery committee - ongoing

122.4

FULL/17/110.7 – Neighbourhood plan terms of reference and Modus operandi devised -Agenda item 11.2

122.5

FULL/17/111.4 – Minutes from F&GP meeting 10th October to be received – Agenda item 12.5

122.6

FULL/17/114.2 – Clerk has booked training covering new Data protection regulations for himself and deputy Clerk in early Feb. of next year

FULL/17/123**PRESENTATION FROM ADUR, WORTHING, HORSHAM COMMUNITY POLICING HUB -TEAM MEMBERS****123.1**

The team stated the following – Sussex police have faced many recent challenges, not least restricted finances, which have meant staff restructuring, service redefining and people having to re-apply for positions.

123.2

There are now three main departments –‘Investigation’, ‘Response’ and the Neighbourhood policing team which has become ‘Prevention’. All departments

have had to save money but protect service provision. With less resources there has to be less visibility – Reduced presence during festivals, fetes, fairs, and other events – whilst devoting proportionally more time to response.

123.3 There is close liaison with the Neighbourhood Wardens team, and formal communication also undertaken through 'ESIN' which is a multi-agency portal. More 'Response' is being handled remotely via phone and email links – Main contact details being 101@sussex.pnn.list.uk or email 'Crime stoppers'

FULL/17/124 NEIGHBOURHOOD WARDENS REPORT

124.1 Mike Pearce read out the Monthly statement – (Available on the Website)
Cllr Northam expressed the thanks from Council for both the huge variety of tasks undertaken but also for the importance of their service to the community

124.2 In terms of the new SPO's – the ability to undertake extra responsibilities are due to be rolled out in the next few weeks once procedures sanctioned – Mike and Paul are trained and ready to go. Also said that they might have to assist with Parking enforcement.

FULL/17/125 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

125.1 **Cllr Lloyd – HDC update** – There has been a lot of concern reported from residents with regards to domestic waste collections – becoming fortnightly that is due to go live in February. Cllr Lloyd asked for recycling information to be recirculated by HDC (it is also available on web site), and had reported back that there is some opposition to moving to a fortnightly service as it could increase odours and vermin. However Horsham district is comparatively poorly rated in terms of recycling and something had to be done.

125.2.1 **Cllr Willett – HDC update** – Regarding Section 106 monies – The information relating to available funds is and has been available through HDC, and the Clerks have now also been sent these details. The Council ought to proceed with plans to utilise these funds.

125.2.2 The Council will have a new chief executive officer next year – selection process in operation

125.2.3 Public and Council again advised to utilise the HDC Website where all this information and much more is available and frequently updated

125.3 **Cllr Barling - WSCC update** – No update as Cllr Barling not present

125.4.1 **Cllr Toomey / Cllr Muncey – HALC update** – If the Government white paper goes through the district council plan housing target would rise from 800 to 974

125.4.2 Neighbourhood warden scheme is being incentivised with up to £30K available for schemes to cover new areas. Councillors were interested to hear if Steyning had received seed money and if not could we possibly still access these funds as otherwise it would seem unfair – Clerk to check

CLERK

- 125.4.3** Year of Culture 2019 funding expressions of interest deadline has been extended to December 19
- 125.4.4** New Lorries have been purchased for Bin service – More labour intensive
- 125.5** **Cllr Bowell / Cllr Willett – Jnt. Cemetery committee update** – No meetings had occurred since last Full Council and nothing to update
- 125.6** **Cllr Bowell – Patient Participation Group (PPG) update** – No meetings had taken place, however AGM coming up on 28th November, 7.30 at Health centre – All welcome
- FULL/17/126** **QUARRY UPDATE**
- 126.1** WSCC have also now voted to accept the withdrawal of Ham farm – Taken under advisement.
- FULL/17/127** **NEIGHBOURHOOD PLAN**
- 127.1** Clerk explained that he had put last Month's Amended Proposal from Cllr Mugeridge on the Agenda once again just in case for any reason last month's Full Council minutes were not agreed but as they were, then last month's proposal has been adopted and agreed, and therefore we do not need to hear this Amended proposal once again
- 127.2** Cllr Trundle read through in summary of the supporting papers relating to the Neighbourhood plan draft proposals and then **proposed. Seconded** by Cllr Hanson that Steyning Parish Council wishes to give full support to a Neighbourhood Plan being prepared for the parish on the basis of the proposed Terms of Reference, recruitment strategy, initial project plan and financial forecast. Support to include use of meeting rooms which would otherwise be vacant. **Agreed – 1 Abstention**
- 127.3** Cllr Muncey then **proposed** the following. **Seconded** by Cllr Lloyd, We also propose that Councillors Liz Trundle and Gill Muncey, who were elected in July to represent the Council on SWAB, remain as the nominated councillors on the Steering Group of the Steyning Neighbourhood Plan. **Agreed unanimously**
- FULL/17/128** **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
- 128.1** The Chair commented that he was aware that some councillors were under the impression that they had no opportunity to take issue with recommendations made by committees. However, he explained a councillor is of course entitled to propose a suitable amendment if he or she believes that council should reject one or more specific recommendations. The councillor would of course need to propose the wording for such an amendment and explain the reasons why the recommendation in question should be rejected.
- 128.2** **Planning Committee** – To receive the minutes and the recommendations of the meeting held on 23rd October 2017. Cllr Toomey **Proposed** this amendment. Cllrs Hanson **Seconded. Agreed unanimously.**

- 128.3.1** **Amenities Committee** – Subsequent to this Amenities meeting there were two working groups set up. Firstly Cllr Bowell **proposed** Council accept recommendations from working group and the response to HDC proposed Car Parking developments drafted by Cllr Muncey, **Seconded** by Cllr Pearcey. **Agreed.**
- 128.3.2** Secondly Cllr Bowell **proposed** to adopt the administrative guidelines for advertising on the fence line on entrance from Bypass – a light touch proposal managed by Clerk and Deputy clerk in line with a successful Henfield project, **Seconded** by Cllr Willett. **Agreed**
- 128.3.3** **Amenities Committee** – To receive the minutes and recommendations of the meeting held on 24th October 2017. Cllr Bowell **Proposed.** Cllr Pearcey **Seconded. Agreed**
- 128.4** **Premises Committee** – Cllr Muncey outlined a bid for funding that together with Clerk she was putting together for LED lighting. Cllr Muncey then **Proposed** To receive the minutes and recommendations of the meeting held on 7th November 2017.. **Seconded** by Cllr Hanson. **Agreed**
- 128.5.1** **Finance and General Purpose’s committee** – To receive the minutes and recommendations of the meeting held on 10th October 2017. Cllr Pearcey **Proposed, seconded** by Cllr Bowell. **Agreed** **CLERK**
- 128.5.2** The minutes from previous week were completed and distributed but not in enough time to be scrutinised before approval – They will be put forward for next Full Council.
- FULL/17/129** **RESPONSE TO CONSERVATION AREA PLAN**
- 129.1** Cllr Trundle Proposed Council adopts the SPC response to the SDNPA pre submission document. Cllr Muncey **Proposed** an amendment to withdraw the final Wiston Estate plan reference in the final paragraph. Cllr Syred **seconded. Agreed**
- FULL/17/130** **CORRESPONDANCE AND INFORMATION ITEMS**
- 130.1** Steyning festival has been accepted as a worthy cause by the Co Op. Could everybody support this fund via web site etc.
- FULL/17/131** **CONFIDENTIAL SESSION**
- 131.1** Cllr Northam **proposed, seconded** by Cllr Bowell to go into Council Session. **Agreed**
- FULL/17/132** **JOINT PARISHES YOUTH COMMITTEE**
- 132.1** Budget requirements into the next financial year. The clerk was asked to carry this item forward to the next meeting when more information would be available. **CLERK**

132.2 Council were concerned that before agreeing to continue with the service it is important to know what the other Parishes involved are considering. The following motion was then **proposed** by Cllr Northam, **seconded** by Cllr Lloyd - Subject to Horsham Matters continuing to meet their contractual obligations until 31st March 2018: We affirm in principle to continue with the service provided by Horsham Matters, subject to sufficient support from the other 3 Parishes, and subject to negotiations over any potential price increase to take affect from 1st April 2018. **Agreed**

FULL/17/133 **NEIGHBOURHOOD WARDENS** **CLERK**
133.1 It had been noted at the last F&GP meeting that there was a need to re-institute the Steering group and representation of Cllrs on that group – Clerk to action

FULL/17/134 **BULLYING INVESTIGATION**
134.1 Council had been asked to undertake an internal investigation into claims of bullying rather than go through the standard HDC Code of conduct route. The Clerk first sought advice from SALC and HDC. Unfortunately the meeting ran out of time to debate this further.

Meeting closed at 10 pm

FULL/17/135 **DATE OF NEXT MEETING – 18th December 2017**

Signed **Date 18th December 2017**

Chairman