

# Steypning Parish Council



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## MEETING OF FULL PARISH COUNCIL HELD ON MONDAY 19<sup>TH</sup> June 2017 AT 7.30PM IN THE STEYNING CENTRE

Present : Cllrs Northam, Bowell, Goldsmith, Willett, Hanson, Muggridge, Percy, G. Sullivan, S. Sullivan, Toomey

Clerk : John Fullbrook  
Deputy Clerk : Hazel Roxby  
Responsible Finance Officer : Carol Stephenson

Members of the Public : 10 {2 of whom were Wardens (Paul Conroy and Mike Pearce)}

Meeting commenced 7.30pm

## MINUTES

**Before the meeting started Cllr Northam welcomed the new Clerk and then thanked the RFO for attending the meeting and her continued support**

<b>FULL/17/ 1.1</b>	<b>APOLOGIES</b>	<b>ACTION</b>
	Cllrs Trundle, Lloyd, Muncey, Syred, Picking and WSCC Cllr David Barling(Who said we would attend when he could, but only arrived shortly before the end of the meeting and therefore left without taking part)	
<b>FULL/17/ 2.1</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b> Cllrs S. Sullivan, G. Sullivan and R Goldsmith – declared interest in Item 15.1 Cllrs. S. Northam, S Sullivan, G Sullivan and R Goldsmith – declared interest in Item 16.0	
<b>FULL/17/ 3.1</b>	<b>Presentation by Acting Inspector Chalcroft</b> Unfortunately Inspector Chalcroft could not attend due to illness – Clerk to arrange presentation at Future meeting	<b>CLERK</b>
<b>FULL/17/ 4.1</b>	<b>QUESTIONS FROM THE FLOOR</b> Q. From Mike Kelly – Wondered on progress of proposal to develop Skate Park facility A. Cllr Bowell replied that he wasn't sure about the progress that the Amenities	



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committee had made and Cllrs informed that the working party that had been set up had not presented their findings as yet.

4.2 Q. Trevor Cree read out a statement – the full text of which is attached as appendix item 1 to these minutes.

A. Cllr Northam acknowledged receipt of the statement and thanked Mr Cree.

Cllr Goldsmith suggested that the Neighbourhood Wardens report be brought forward. Agreed

#### FULL/17/ NEIGHBOURHOOD WARDENS REPORT

5.1 Neighbourhood wardens' report attached – Appendix Item 2.

#### FULL/17/ MINUTES OF PREVIOUS MEETINGS

6.1 Cllr Muggerridge **proposed** the minutes of the EO Meeting held on 12.May

.17.be agreed. Cllr Pearcey **seconded. Agreed. 3 Abstentions**

Cllr Northam **proposed** the minutes of the meeting held on 15.5.17 be agreed.

Cllr Howell **seconded. Unanimously Agreed**

**Both documents signed by the Chair**

#### FULL/17/ MATTERS ARISING AND ACTIONS

7.1 FULL/16/26.5 – noted. Clerk advised this item being discussed under this meeting's Agenda Item 12.0

7.2 FULL/16/30.5 – Joint Parishes Cemetery committee. Cllr Bowel advised a Change of date for meeting had been received

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

8.1 Cllr Lloyd – (HDC) Update – Nothing to report as absent

8.2 Cllr Willett – (HDC) Update – Nothing to report

8.3 Cllr Barling – (WSCC) Update – Not in Attendance

8.4 Cllr Toomey – HALC update – Nothing to report

#### FULL/17/ APPROVAL OR THE ANNUAL RETURN AND GOVERNANCE STATEMENT

9.1 Cllr Howell suggested that on behalf of the Committee, the Responsible Finance officer (Carol Stephenson) be wholeheartedly thanked and congratulated on her work on the Annual budgetary reports and end of year audit. **Agreed**

9.2 Cllr Northam **Proposed** to accept the Internal Audit Report Year ended 31 March 2017 Cllr Toomey **Seconded. Agreed.**

9.3 Cllr Northam **Proposed** to consider, approve and sign the Annual Governance Statement for 2016/17. Cllr Goldsmith objected as he felt the potential Judicial review and the financial implications had not been taken into account. The RFO said that any future financial implications would fall within the year it occurs. This return applies only to 2016/17. Cllr Howell **Seconded. Recorded vote requested-** Agreed by 7 votes **For** (Cllrs Toomey, Pearcey, Howell, Northam, Willett, Muggerridge and Hanson) to 3 **Against** (Cllrs S Sullivan, G Sullivan and R Goldsmith).

- 9.4 Cllr Northam **Proposed** to consider, approve and sign the Accounting Statements 2016/17. Cllr Howell **Seconded. Unanimously Agreed**
- 9.5 Cllr Northam **Proposed** to consider, approve and sign the Accounts for the year ending 31<sup>st</sup> March 2017. Cllr Howell **Seconded. Agreed** by 7 votes **For**(Cllrs Toomey, Pearcey, Howell, Northam, Willet, Muggeridge and Hanson) to 3 **Against**(Cllrs S Sullivan, G Sullivan and R Goldsmith).  
The RFO left the meeting at the conclusion of this discussion (relating to 9.5).

## **FULL/17/**

### **NEIGHBOURHOOD PLAN**

- 10.1 The Committee were to consider whether SPC wished to continue with the process and how the steering group would be reconstituted.
- 10.2.1 Cllr Northam Proposed that rather than consider 10.2 (5 separate elements to a motion proposed by himself and that of the three proposed by Cllr Goldsmith ), that it would be more prudent to consider them as one main item to save time. Cllr Goldsmith suggested its best to consider them separately as they dealt with opposing views.
- 10.2.2 Cllr Toomey suggested we follow the Henfield example and continue with the Neighbourhood plan.
- 10.2.3 **Cllr Northam proposed the following motion - That Steyning Parish Council resolves as follows:**
- (i) to confirm to the other SWAB parishes that Steyning Parish Council wishes to continue with the SWAB Neighbourhood Planning process.
  - (ii) to invite residents and councillors to volunteer to join a new SWAB Working Group, which will replace the current Steering Group and become the body now tasked with bringing the NP to completion.
  - (iii) to recommend to the other SWAB Parish Councils that the SWAB Working Group should consist of 2 councillors and 2 residents from Steyning, plus 1 councillor and 1 resident from each of the other three parishes, making a total of 10 members. In the event that there are more applicants than posts, each PC is to select representatives accordingly on the basis of merit.
  - (iv) to ask the other SWAB parishes to confirm their intention to continue on this basis.
  - (v) to record our thanks to the members the SWAB Steering Group, and members of the many Focus Groups who have contributed to the SWAB process to date.
- Seconded by Cllr Muggeridge. Agreed - Recorded vote requested-** Agreed by 7 votes **For** (Cllrs Toomey, Pearcey, Howell, Northam, Willet, Muggeridge and Hanson) to 3 **Against** (Cllrs S Sullivan, G Sullivan and R Goldsmith).
- 10.3 **Cllr Goldsmith proposed the motion - Steyning Parish Council resolves that**
- (i) it will invite the other councils within SWAB to join with SPC in taking legal advice on the merits of recovering some or all of the fees paid re the SWAB NDP, on grounds to be discussed confidentially. The costs of this advice to be borne in the same proportion as the fees paid.
  - (ii) that in principle it wishes to complete a neighbourhood development plan limited to the designation of Local Green Space and to design principles for any future development within the Steyning Built up Area.
  - (iii) that in principle it wishes to de-cluster from the other three parishes participating in SWAB and will work with the other councils to prepare a recommended course of action to achieve this.

Cllr Toomey suggested it would have destroyed the work undertaken with regards to the Neighbourhood plan if council approved the motion. **Seconded** by Cllr S. Sullivan. **Recorded vote requested- Rejected** by 7 votes **Against** (Cllrs Toomey, Pearcey, Howell, Northam, Willet, Muggerridge and Hanson) to 3 **For** (Cllrs S Sullivan, G Sullivan and R Goldsmith).

FULL/17/

## COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 11.1** **Planning Committee** – Minutes for the meeting held on 22 May 2017 be accepted. Cllr Muggerridge **Proposed**. Cllr Pearcey **Seconded**. Agreed (9 For and 1 abstention)
- 11.2** **Amenities Committee** – Minutes for the meeting held on 23 May 2017 be accepted. Cllr Howell **proposed**. Cllr Pearcey **seconded**. **Agreed unanimously**
- 11.3** **Premises Committee** – Minutes for the meeting held on 6<sup>th</sup> June 2017 be accepted. Cllr Hanson **Proposed**. Cllr Northam. **Seconded**. **Agreed** (9 for and 1 abstention)
- 11.4.1** **Finance and General Purposes committee** – That the minutes for the following meetings be accepted (Dated 11<sup>th</sup> April, 9<sup>th</sup> May and 13 June 2017). Concern was raised with regards to the loss of income due to the newly enforced Steyning Centre Car Park fees by Cllr Pearcey. Cllr Pearcey said that the Working party had requested a letter be sent to Horsham district council; to ask for coin machines and an increase in hours for Fletcher’s croft and Newman’s gardens car park. There was also noted to be a loss of bookings at the health centre. Cllr Willet reminded Cllrs that he and Cllr Lloyd had worked to get 9 hours which was then deferred by the committee and until they had carried out a car park survey and had an option to go back to Horsham at a later date and that it was Horsham’s authority to decide anyway.
- 11.4.2** Cllr Howell **proposed** that we trial the new Bank account by transferring £5 before we transfer the larger amount into the new balance. S. Sullivan **seconded**. **Agreed Unanimously**. **CLERK**
- 11.4.3** Cllr Howell reported that the SAYS account had been closed down with the remaining balance of £86.01 having been transferred to Horsham Matters. Cllr Goldsmith stated the charities commission had been advised that the charity had been dissolved. Cllr Pearcey **proposed** that all three minutes therefore be Accepted. Cllr Howell **Seconded**. **Unanimously agreed**

FULL/17/

## FINANCE AND GENERAL PURPOSES COMMITTEE

- 12.1** Cllr Northam **proposed** to defer the review of the membership of the Finance and General Purposes Committee following the appointment of committee Chairmen for council committees. **Seconded** by Cllr S. Sullivan. **Agreed Unanimously**

FULL/17/

## AMENITIES COMMITTEE

- 13.1** The proposal to change the name was deferred as there were not 10 councillors available to sanction it

**FULL/17/  
14.1**

**CORRESPONDENCE AND INFORMATION ITEMS**

Cllr Goldsmith raised an item based on previous correspondence following a spate of vandalism noting that the Parish council ought to have a better system of emergency response , and Cllr Northam while accepting we could discuss the item suggested it would best be tabled at next Finance and General Purposes committee

**FULL/17/  
15.1**

**CONFIDENTIAL SESSION**

Cllr Northam **proposed** and Cllr Muggeridge **seconded** to go into Confidential session.

Cllrs Northam, S.Sullivan and G . Sullivan left the room having declared an interest

**15.2**

**Decision - FOI request was refused.**

**15.3**

**Insurance advice be resent to relevant Cllrs**

**Motion – Councillor to Councillor action is not insured under that policy Proposed by Cllr Willett, Seconded by Cllr Pearcey. Unanimously agreed.**

**Meeting closed at 9.09 pm**

**FULL/17/  
16.1**

**DATE OF NEXT MEETING – 17.07.17**

Signed ..... Date 17<sup>th</sup> July 2017  
Chairman