

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

THE STEYNING FULL ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 9th MAY 2016 AT 7.00 PM IN THE STEYNING CENTRE

Present: Cllrs Bowell, Lloyd, Ness-Collins, Toomey, Muggridge, Willett, Trundle, Northam, Hanson, Syred, S Sullivan, G Sullivan and Goldsmith.

Members of the public: 16, 1 County Councillor and the Neighbourhood Wardens

Clerk: Carol Stephenson

Deputy Clerk: Hazel Roxby

The Full Council meeting commenced at 7.25pm following a brief statement by Chairman regarding an urgent matter regarding Hams Farm – 140 people attended for this matter

MINUTES

FULL/16/1. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 16/17 (by paper ballot)

1.1 Cllr Goldsmith queried whether a co-opted Member could stand as Chairman. Advice had been obtained on previous similar appointments saying this is permissible. Cllr Muggridge **proposed, seconded** by Cllr Hanson that Cllr Northam be the new Chairman of the Council. **Agreed.** A recorded vote was requested as follows : **In favour** Cllrs. Trundle, Ness-Collins, Toomey, Willett, Lloyd, Bowell, Muggridge, Hanson, Syred. **Against** – Cllrs. G. Sullivan, S. Sullivan, Goldsmith

FULL/16/2. ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 16/17 (by paper ballot)

2.1 Cllr Lloyd **proposed, seconded** by Cllr Bowell that Cllr Syred be the new Vice Chairman of the Council. **Agreed.** A recorded vote was requested as follows : **In favour** – Cllrs. Lloyd, Bowell, Trundle, Ness-Collins, Toomey, Willett, Muggridge, Hanson, Northam. **Against** – Cllrs. G. Sullivan, S. Sullivan, Goldsmith

FULL/16/3. APOLOGIES FOR ABSENCE – Cllrs Muncey and Picking

FULL/16/4. DECLARATIONS OF INTEREST AND DISPENSATIONS –

All Councillors present were invited to make declarations of interest. The only Councillors to do so were as follows :

4.1 Cllr Toomey declared he would not be taking part in item 11. Cllr Bowell declared an interest in SAYS.

4.2 Cllrs Bowell, Syred and Muggridge noted their dispensations with regard to SAYS matters.



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Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

FULL/16/5. MINUTES OF THE PREVIOUS MEETING

5.1 Cllr S. Sullivan was advised that the minutes did not include the minutes of 9th March 2016 under item 5. Cllr Bowell **proposed, seconded** by Cllr Lloyd that the minutes of the previous Full Council be accepted as a true record. **Agreed.**

FULL/16/6. MATTERS ARISING FROM THE MINUTES – none

FULL/16/7. NEIGHBOURHOOD WARDEN WARDENS REPORT

7.1 A copy of the report is attached at end of these minutes. **Noted.** Cllr Bowell asked if the Wardens could make contact with Chair of LAT who is expecting their call. Cllr Northam was advised that the land at Coxham Lane is private property and that the Wardens, Police and landowner are aware of the risk to the property pending development.

FULL/16/8. NEIGHBOURHOOD PLAN UPDATE – to receive an update on progress from SWAB Steering Group.

8.1 Cllr Northam provided an update on the SWAB Neighbourhood Plan. Cllr Northam advised of location of Maudling Farm. Cllr. Muggridge advised that the Neighbourhood Plan is for the whole of Horsham DC area not just Steyning and that across the area as a whole, 140-160 homes are needed inc various types of tenure. Cllr Muggridge agreed we need to ascertain if the submission of the Neighbourhood Plan will be in time to be included in the annual review by HDC of the Land Availability Plan.

FULL/16/9. REVIEW AND CONFIRM COMMITTEE MEMBERSHIP

9.1 Finance & Community (9) undertaken by paper ballot

Cllr. Lloyd **proposed**, Cllr. Ness-Collins **seconded** that the following Councillors be on this Committee – Cllrs. Northam, Syred, Lloyd, Bowell, G. Sullivan, and Chairs of each of the other 4 Committees. **Agreed**

9.2 Highways & Lighting (7)

Cllr. Syred **proposed**, Cllr Bowell **seconded** that the following Councillors be on this Committee – Cllrs Northam, Syred, Muncey, Trundle, S. Sullivan, G. Sullivan, Bowell. **Agreed.** Cllr. Toomey abstained

9.3 Planning (7)

Cllr. Trundle **proposed**, Cllr, Hanson **seconded** that the following Councillors be on this Committee – Cllrs. Northam, Syred, Muggridge, Picking, Trundle, Willett, Hanson (plus an additional non- voting, Associate Councillor with archaeological expertise. **Agreed**

9.4 Playing Fields (7)

Cllr. Ness-Collins **proposed**, Cllr Bowell **seconded** that the following Councillors be on this Committee – Cllrs. Northam, Syred, Ness-Collins, Lloyd, Toomey, S. Sullivan, Goldsmith. **Agreed**

9.5 Steyning Centre (7)

Cllr. Toomey **proposed**, Cllr Hanson **seconded** that the following Councillors be on this Committee – Cllrs. Northam, Syred, Picking, Hanson, Willett, Toomey, Muggridge (plus an additional non- voting, Associate Councillor with expertise in building maintenance). **Agreed**

FULL/16/10. CONFIRM COMMITTEE TERMS OF REFERENCE

10.1 Finance & Community

Cllr. Lloyd **proposed**, Cllr Ness-Collins **seconded** that the Terms of Reference be adopted. **Agreed**

10.2 Highways & Lighting

Cllr Goldsmith sought clarification as to whether footpaths are the responsibility of either the Playing Fields Committee or Highways and lighting Committee as they appear in both Terms of Reference. Following discussion, Cllr Willett suggested that matters relating to paths, trees, shrubs etc which are sited on Playing Field land to be considered by the Playing Field Committee. Paths, trees, shrubs etc elsewhere to be considered by the Highways and Lighting Committee. Chairs of both Committees were asked to ensure this is followed. Cllr Willett **proposed** and Cllr Syred **seconded** that the Terms of Reference be adopted. **Agreed**

10.3 Planning

Cllr. Trundle **proposed**, Cllr Hanson **seconded** that the Terms of Reference be adopted. **Agreed**



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- 10.4 Playing Fields**
Cllr. Ness-Collins **proposed**, Cllr Hanson **seconded** that the Terms of Reference be adopted. **Agreed**
- 10.5 Steyning Centre Committee**
Cllr. Toomey **proposed**, Cllr Hanson **seconded** that the Terms of Reference be adopted. **Agreed**
- 10.6 Working Practices Working Group**
Cllr Muggridge **proposed**, Cllr Lloyd **seconded** that the Terms of Reference by adopted. **Agreed.**
- FULL/16/11. ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME**
- 11.1 Standing Orders** (following the NALC model) – Cllr. Willett **proposed** that the Standing Orders as they currently exist be adopted subject to their review and being reported back to Finance and Community Committee in June 2016 then onto Full Council for formal consideration of any proposed changes. Cllr. Muggridge **seconded**. **Agreed** with one abstention.
- 11.2 Financial Regulations** (following the NALC model) – Cllr Lloyd **proposed** and Cllr Syred **seconded** that They be adopted. **Agreed** with one abstention
- 11.3 Code of Conduct** – Cllr Syred **proposed** and Cllr Muggridge **seconded** that they be adopted. **Agreed** with one abstention .
- 11.4 Dispensation Scheme** – Cllr Northam **proposed** and Cllr Lloyd **seconded** that they be adopted. **Agreed** with one abstention .
- FULL/16/12. REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES**
- 12.1 Steyning Area Youth Service (SAYS) Trustees - Defer to next Full Council**
- 12.2 SAYS Management Committee** – Cllr Northam **proposed** and Cllr Lloyd **seconded** that Cllrs Syred and Muggridge continue to sit on this Committee. **Agreed**
- 12.3 HALC / SALC / NALC** (two reps allowed) – Cllr Toomey
- 12.4 Local Action Team (LAT)** – Cllr Northam **proposed** and Cllr Hanson **seconded** that Cllr Ness-Collins continue. **Agreed**
- 12.5 Joint Parishes Burial Board (JPBB)** – Cllr Northam **proposed** and Cllr Muggridge **seconded** that Cllrs Howell and Willett sit on this Board. **Agreed**
- 12.6 Isolation & Loneliness** representative – Cllr Northam **proposed** and Cllr Syred **seconded** that Cllr Trundle be the representative. **Agreed**
- 12.7 Representatives on Neighbourhood Plan Steering Group (SWAB)** – Cllr Willett **proposed** and Cllr Syred **seconded** that Cllrs Northam and Hanson continue on this group. **Agreed**
- 12.8 Tree Warden for Steyning Parish Council** – Cllr Northam **proposed** and Cllr Syred **seconded** that Mr Simon Zec be asked to continue in this role. **Agreed.** Clerk to write letter to Mr Zec seeking his willingness and agreement to continue.
- 12.9 Community Representative** – Cllr. Muggridge **proposed** and Cllr Willett **seconded** that this Committee follow the recommendation made by the Planning Committee not to put a representative on this group. **Agreed**
- FULL/16/13. TO RECEIVE THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31.03.16**
- 13.1** Cllr. Lloyd **proposed** and Cllr Howell **seconded** that the Income and Expenditure Report for the period ending on 31.3.16 be approved. **Agreed**
- 13.2** Cllr Lloyd **proposed** and Cllr. Howell **seconded** that the Balance Sheet for the period ending 31.3.16 be approved. **Agreed**
- FULL/16/14. TO RECEIVE THE AUDITORS REPORT FOR THE YEAR ENDED 31.03.16.**
- 14.1** Cllr Northam **proposed** and Cllr Lloyd **seconded** that the Internal Auditor’s Report for the period ending 31.3.16 be accepted. **Agreed.**

FULL/16/15. APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT

- 15.1 Cllr Northam **proposed** and Cllr Syred **seconded** noted the findings of a review by members, regarding the effectiveness of Internal Control as satisfactory.
- 15.2 Cllr Northam **proposed** and Cllr Syred **seconded** that the Annual Governance Statement be approved. **Agreed.**
- 15.3 Cllr Northam **proposed** and Cllr Toomey **seconded** that the Annual Accounting Statement be approved. **Agreed.**

FULL/16/16. ASSET AND LAND REGISTERS.

- 16.1 Cllr Northam **proposed** and Cllr Syred **seconded** that the Steyning Parish Council Asset Register be approved. **Agreed.**
- 16.2 Cllr Northam **proposed** and Cllr Toomey **seconded** that the Steyning Parish Council Land Register be approved. **Agreed**

FULL/16/17. TO REVIEW PARISH COUNCIL INSURANCE COVER IN RESPECT OF ALL RISKS INSURED

- 17.1 Cllr Lloyd **proposed** that this item be deferred to the next meeting of the Finance and Community Committee in June 2016 to allow a review to be undertaken and the findings to be formally considered , **seconded** by Cllr Syred. **Agreed.**

FULL/16/18. TO REVIEW PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES

- 18.1 Cllr Lloyd **proposed** and Cllr Howell **seconded** that the annual subscriptions to the Sussex Association of Local Councils (SALC) (£1,677 per annum) be continued. **Agreed.**
- 18.2 Cllr Howell **proposed** and Cllr Sullivan **seconded** that the annual subscriptions to Horsham Association of Local Councils (HALC) (£15 per annum). **Agreed**
- 18.3 Cllr Howell **proposed** and Cllr Lloyd **seconded** that the annual subscriptions to the Society of Local Council Clerks (SLCC) (£210 per annum). **Agreed.**

FULL/16/19. REVIEW OF THE COMPLAINTS PROCEDURE

- 19.1 Cllr Howell **proposed** and Cllr Syred **seconded** that consideration of the Complaints Procedure be deferred to allow a review to be undertaken and reported back to the Finance and Community Committee in June 2016 for consideration, then onto Full Council. **Agreed.**

FULL/16/20. REVIEW OF THE PUBLICATION OF INFORMATION SCHEME

- 20.1 Cllr Lloyd **proposed** and Cllr Howell **seconded** that the Publication of Information Scheme be deferred to allow a review to be undertaken and reported back to the meeting of the Finance and Community Committee in June 2016 for consideration. **Agreed.**

FULL/16/21. REVIEW OF COUNCILLORS ALLOWANCES

- 21.1 Cllr Willett **proposed** and Cllr Howell **seconded** that this matter be deferred to allow a review to be undertaken and the matter be reported back to the Finance and Community Committee in June 2016. **Agreed.**

The meeting was temporarily adjourned at 9.02pm for 5 minutes and reconvened at 9.07pm

FULL/16/22. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND WORKING PARTY GROUPS –

- 22.1 **Finance & Community Committee** – no meeting held 3rd May 2016.
- 22.2 **Highways & Lighting Committee** – Cllr Northam **proposed** and Cllr Syred **seconded** that the minutes of the meeting of 19.04.16 be approved. **Agreed.**



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- 22.3** **Playing Fields Committee** – Cllr Goldsmith **proposed** and Cllr Sullivan **seconded** to defer consideration of the minutes until the next meeting of Full Council. **Agreed.**
- 22.4** **Steining Centre Committee** – no meeting held.
- 22.5** **Planning Committee** – Cllr xx **proposed** and Cllr xx **seconded** that the minutes of the meeting held on 19th April 2016 be approved. **Agreed**
- 22.6** **Skate park facility Working Party Group** – Cllr Syred provided a verbal report advising that a further meeting is to be convened.
- 22.7** **Working Party / Team meeting** – Cllr Goldsmith was advised that no minutes are taken or recordings made for Working Groups, neither are they “formal” meetings, so in these situations it is not applicable for motions to be made or matters to be seconded. **Clerk** was asked to add this item to the agenda for the next Finance and Community Committee in June 2016 then refer on to the following Full Council meeting

FULL/16/23 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- 23.1** Cllr Lloyd (HDC) – verbal update – a) sand extraction being discussed by HDC also; b) HDC to conduct a survey of SC car park in October 2016 to ascertain usage to inform their review. Considering possibility of introducing charging for car park. Cllr Lloyd has made representations that if this were implemented it would have a negative effect upon the local community, in particular shops and businesses in the High Street area. SPC may wish to consider conducting their own survey to corroborate HDC findings.
- 23.2** Cllr Willett (HDC) – verbal update – had just attended meeting of Scrutiny and overview and the discussion on car parks – as per 23.1 above.
- 23.3** Cllr Barling (WSCC) – verbal update – extended thanks to Cllrs Howell and Lloyd for their hard work, dedication and achievements in their time as Chairman and Vice chairman of SPC which was supported by colleagues and members of the public at this meeting. He also extended his congratulations to Cllrs Northam and Syred for their appointments to Chairman and Vice Chairman. WSCC have just received a grant from central government of £2m for the next two years to be used for pavement repairs/improvements. Various sites were raised by Councillors – r/o Primary School, Wiston Bends, the possibility of a new pavement near light industrial estate, Horsham Road. Cllr Barling reminded that the monies are earmarked only for repairs/improvements not new. If any members wish to submit any pavements for consideration, to forward them on to Cllr Barling. Similarly, as per Operation Watershed, additional money is now available for 2016/17 to address any ongoing flooding issues. If any members wish to submit any areas for consideration, to forward them on to Cllr Barling. Cllr Howell advised that he has now received two quotes for work at Mouse Lane Phase 2 that he will now forward on to Cllr Barling. Cllr Barling also advised that formal consultation starts today on the possibility of reducing the opening hours of nearby household waste /recycling sites i.e. in Shoreham, to “winter hours” all year round as part of the County Council’s cost saving considerations. Any comments to Cllr Barling. Cllr Barling has also been working with some Steining residents with regards to the sand extraction matter to give them any help is able to.

24. ITEMS FOR PRESS RELEASE –

Cllr Howell advised the press of the intention to hold a public meeting regarding the proposed sand excavation project at Ham Farm to be held on Saturday 14th May 2016 at 5pm – 7pm

25. INFORMATION

WSCC to convene meeting with SPC Councillors on 23rd May 2016 to discuss the proposal for sand extraction at Ham Farm. To be followed by public walk-in session where they will exhibit plans for this proposal starting at 3pm. Cllrs Howell, Syred, Hanson agreed to be on this working party.

CORRESPONDENCE

- 26.1** SALC advice regarding EU Referendum and Councillor actions (purdah period) – previously circulated .



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27. **MEETING DATES FOR THE FORTHCOMING YEAR** – Cllr Howell **proposed** and Cllr Syred **seconded** that dates be agreed. **Agreed.**

28. **Date of next Full Council Meeting** - 7.30pm 13th June 2016

The meeting closed at 9.47pm

Signed: Date: 13th June 2016
Chairman

ACTIONS

- 16/7 **Wardens** be asked to contact Chair of LAT
- 16/8.1 **Cllr Muggridge** to ascertain if the submission of the Neighbourhood Plan will be in time to be included in annual review by HDC of Land Availability Plan
- 16/11.1 **Chair** To review existing Standing Orders and report back to Finance and Community Committee in June 2016
- 16/12.1 **Clerk** to add item to agenda for next Full Council meeting in June 2016
- 16/12.8 **Clerk** to write to Simon Zec and ask if he is still willing to act in this role
- 16/17.1 **Clerk** to add this to the agenda for the meeting of Finance and Community Committee in June 2016 to allow a review to be undertaken
- 16/19 **Clerk** to add this to the agenda for the meeting of Finance and Community Committee in June 2016 to allow a review to be undertaken
- 16/20 **Clerk** to add this to the agenda for the meeting of Finance and Community Committee in June 2016 to allow a review to be undertaken
- 16/21 **Clerk** to add this to the agenda for the meeting of Finance and Community Committee in June 2016 to allow a review to be undertaken
- 16/22.3 **Clerk** to add this to the agenda for the meeting of Full Council in June 2016
- 16/22.7 **Clerk** to add this to the agenda for the meeting of Finance and Community Committee in June 2016
- 16/23.1 **SPC** to consider conducting a car park usage survey later 2016 alongside HDC survey
- 16/23.3 **All Cllrs** – to provide Cllr Barling with list of a) pavements they consider to be in need of repair, b) a list of any areas thought still liable to flooding; c) comments on proposed reduction in opening hours for waste/recycling site in Shoreham



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Neighbourhood Wardens Report April 2016

After having broken up another rave involving approximately 100 youths that took place on Steyning Downlands, we were involved for a number of hours as groups of youths dispersed through the three Parishes. We confiscated lots of alcohol including bottles of vodka from both males and females of years nine and ten school age. Name and address details were also taken from an individual who gave us verbal abuse when we moved a large group from the Children's Playpark on the MPF. P.C Keeley the district schools liaison officer has sent letters highlighting the behaviour to parents, who may not be aware of their children attending such events.

A resident from Coxham Lane contacted us regarding young persons of school age trespassing at a nearby property, which is currently empty. There are further reports that they have been going into one of the sheds there to smoke. We have spoken to nearby residents making them aware of this and will continue to monitor the area. Steyning Football Club was broken into and food was stolen from the freezer, in light of a similar attempted break in we would like to reiterate the importance of reporting this type of crime to the Police. On Several occasions we've had cause to move a group of youths from playing football in Fletchers Croft car park. A new type of fraud has been brought to our attention whereby residents may receive a letter from their bank asking the customer to phone them about unusual transactions on their account. The number on the letter connects to a scammer but the letter looks extremely genuine. If you have ANY queries re your accounts, either visit a branch or ring the number on the back of your bank card.

An electronic copy of the 3rd Edition of The Little Book of BIG Scams is also available to read here if you haven't seen a copy yet: <http://www.sussex.police.uk/media/1162/1-lbbs.pdf>

We have seen an increase this month in thefts of and from motor vehicles across the district. Please remember to remove all tools and valuables from your vehicle whenever possible. You can also register your property on www.immobilise.com



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