

Steyning Parish Council



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

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**TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 11th JULY 2016 AT 7.30 PM IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public if such activity is taking place. Any equipment used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THE MEETING BUT WILL BE EXCLUDED FROM ITEM
23 ONWARDS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED
(Standing Order 3e applies)**

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
received Cllr Ness Collins, Picking, Muggridge, Muncey
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to note declarations of interest and any dispensations.
- 3.0 PUBLIC QUESTIONS FROM THE FLOOR**
 - 3.1** Written question - email dated 13.6.16 re Neighbourhood Plan etc
- 4.0 MINUTES OF THE PREVIOUS MEETING** - to agree the minutes of the previous meeting held on 13th June 2016.
- 5.0 MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from previous meeting.
 - 5.1 FULL/34.3** Review of Standing Orders - Finance and Community Cttee 5.7.16
 - 5.2 FULL/34.6** Review of Council's insurance cover – Item 8 below
 - 5.3 FULL/34.7** Review of Complaints Procedure - Finance and Community Cttee 5.7.16
 - 5.4 FULL/34.8** Review of Publication of Information Scheme – Finance and Community Cttee 5.7.16
 - 5.5 FULL/34.9** Review of Councillor Allowances – Finance and Community Cttee 5.7.16
 - 5.6 FULL/34.11** Review of Working Practices Committee – Finance and Community Cttee 5.7.16
 - 5.7 FULL/37.2** Reshuffle of committees – Item 7 below



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 5.8 **FULL/40.7** Cllr Northam to write to Lou Weeks expressing thanks of the Council
- 5.9 **FULL/41.1** Discuss need for SPC survey of rural car park usage – H&L agenda 19.7.16
- 5.10 **FULL/41.2** All Councillors to notify Cllr Willet of any known delays/difficulties reaching HDC - ongoing
- 5.11 **FULL/42.2** Cllr Syred to check report has been uploaded with usage data and to invite SAYS rep to a future Full Council meeting to do short presentation. See also Finance and Community Cttee 5.7.16
- 5.12 **FULL/42.3** Clerk to upload HALC notes of 10th May 2016 to website - done
- 5.13 **FULL/43.1** Cllr Trundle – press item re ATM High Street
- 5.14 **FULL/43.2** Cllr Trundle/Toomey – press item re Steyning Festival
- 5.15 **FULL/44.1** Seek clarification how items can be dealt with under the Information Items heading on agendas
- 5.16 **FULL/45.1** – nominations for Councillor Commission to Clerk – none received
- 5.17 **FULL/45.2** - Dementia Friendly Initiative – see item 18.1 below
- 6.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP – inc vacancies on:**
- 6.1 **Steyning Centre Committee**
- 6.2 **Highways and Lighting Committee**
- 7.0 REVIEW PARISH COUNCIL INSURANCE COVER**
- 7.1 To consider and agree renewal notice. **NB** This is for the last year of a 3 year long term agreement with existing provider which is due to expire on 31.7.17 – attached quote
- 8.0 SAYS CHARITY**
- 8.1 To agree two councillors to represent the Council with Cllr Bowell at meeting in July
- 9.0 NEIGHBOURHOOD WARDEN REPORT** - to receive the Neighbourhood Wardens report - attached.
- 10.0 NEIGHBOURHOOD PLAN** – to receive an update on progress
- 11.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – to receive and adopt Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.
- 11.1 **Playing Fields Committee meeting** – to receive the minutes and recommendations of the Playing Field Committee held on 21.6.16
- 11.2 **Planning Committee** - to receive the minutes and recommendations of the meetings of 21.6.16 & 5.7.16 Proposal - for Cllrs to accept the Steyning Conservation Area Character Assessment Document, prior to submission to HDC for consideration.
- 11.3 **Highways & Lighting Committee** – to receive the revised minutes and recommendations of the meeting of 24.5.16
- 11.4 **Steyning Centre Committee** – to receive the minutes and recommendations of the meeting of 28.6.16
- 11.5 **Finance & Community Committee** – to receive the minutes and recommendations of the meeting held on 7.6.16 and 5.7.16
- 12.0 JOINT PARISHES BURIAL BOARD**
- 12.1 To agree way forward regarding the purchase of additional land and other related issues
- 13.0 BANKING IN THE HIGH STREET**
- 13.1 To agree way forward recommended by Finance and Community Committee 5.7.16 – also see email attached
- 14.0 WORKING PRACTICES GROUP**
- 14.1 To seek additional volunteers to join the Working Practices Group

- 15.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 15.1** Cllr Lloyd (HDC) – update
- 15.2** Cllr Willett (HDC) – update
- 15.3** Cllr Barling (WSSC) - update
- 16.0 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES AND OTHER MEETINGS**
- 16.3 HALC**
- 17.0 CONSULTATION PROCEDURES**
- 17.1 Motion received as follows :**
That the Working Practices Group be asked to review procedures
- 18.0 ITEMS FOR PRESS RELEASE.**
- 19.0 INFORMATION ITEMS**
- 19.1 INFORMATION COMMISSIONERS OFFICE – email attached**
- 20.0 CORRESPONDENCE**
- 20.1** Dementia friendly Initiative – previously circulated taken as read
- 20.2** Representatives at SDNP workshops – previously circulated taken as read
- 20.3** Three Counties Chairs - training on 27.9.16 - previously circulated taken as read
- 21.0 PROPOSED COMMITTEE DATES 2016/17**
- 21.1** To review forthcoming committee dates as per attached schedule
- 22.0 DATE OF NEXT MEETING: 8th August 2016**
- 23.0 CONFIDENTIAL ITEMS**
Due to the nature of the following items, the Chairman will propose that under section 3 e) of Steyning Parish Council Standing Orders, the meeting will be discussed in confidential session.
- 24.0 STAFF REMUNERATION**
- 24.1** To agree recommendation of Finance and Community Committee 7.6.16 and note financial implications
- 25.0 MINUTES OF THE CONFIDENTIAL EOM MEETING**
- 25.1** To agree the minutes of the EOM meeting held on 20th June 2016
- 25.2** Matters arising from EOM 20th June 2016
- 25.3** To discuss and agree way forward in the light of advice received
- 26.0** To discuss the Council’s handling of various items of correspondence from a member of the public.

Carol Stephenson
Clerk to the Council



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