

Steyning Parish Council



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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 13th JUNE 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.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence. Cllr. Ness Collins, Muggridge, Picking received
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to note declarations of interest and any dispensations.
- 3.0 PUBLIC QUESTIONS FROM THE FLOOR**
15 mins in total and each speaker limited to 2 mins. Speaker to give their name
- 4.0 MINUTES OF THE PREVIOUS MEETING** - to agree the minutes of the previous meetings held on 9th March, 9th May and EOM 1st June 2016 – for response to consultation re Ham Farm proposal - see item 11.6 below
- 5.0 MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from previous meetings.
 - 7.** Wardens are asked to contact Chair of LAT
 - 8.1** Neighbourhood Plan - 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 - we have checked with HDC as to whether there was a need for us to advise LAA regarding our selected sites. They have confirmed their view that there is no need to do that as the sites will be picked up later in the process. They will double check with Strategic Planning Team and advise in writing in due course.
 - 11.1** - Chair to review existing Standing Orders and report back to Finance and Community Committee in June 2016 – ongoing. To be added to agenda for next Finance and Community Committee on 5th July 2016. See item 6 below for two proposed new Standing Orders
 - 12.1** Steyning Area Youth Services (SAYS) – to review and confirm appointment to SAYS – item 7.1 below
 - 12.8** Clerk to write to Simon Zec and ask if he is still willing to act in the role of Tree Warden – he has confirmed he is willing to do so
 - 17.1** To review Parish Council insurance cover in respect of all risks insured – awaiting renewal notice



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Deputy Clerk: Hazel Roxby

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expected by the end of June 2016 and review at that time. To add to agenda for next Finance and Community Committee on 5th July 2016

- 5.7 19.1 To review the Complaints Procedure - ongoing. To be added to agenda for next Finance and Community Committee on 5th July 2016
- 5.8 20.1 To review the Publication of Information Scheme - ongoing. To be added to agenda for next Finance and Community Committee on 5th July 2016
- 5.9 21.1 To review Councillors allowances – ongoing. To be added to agenda for next Finance and Community Committee on 5th July 2016
- 5.10 22.3 To defer consideration of minutes of Playing Fields Committee dated 26.4.16 – item 11.1 below
- 5.11 22.7 To discuss procedures relating to Working Parties/Team meetings - ongoing - To be added to agenda for next Finance and Community Committee on 5th July 2016
- 5.12 23.1 Council to consider conducting car park usage survey – email received from HDC regarding this matter – attached
- 5.13 23.3 All councillors to advise Cllr Barling of any pavements repairs needed, ongoing flood risk areas, comments on reduced opening hours of waste/recycling site in Shoreham
- 5.14 29.1 - To advise West Sussex County Council of the Council’s position statement regarding the proposal for the extraction of sand at Ham Farm, Steyning – see item 11.6 below
- 5.15 29.2 - that a working group be convened as soon as possible to work with SQAG and pool information to formulate “show stopping” objections to this proposal by 13th June 2016 to allow reporting to next meeting of Full Council – see item 11.6 below.

6.0 REVIEW AND ADOPTION OF NEW STANDING ORDERS

6.1 Two motions have been proposed for discussion and agreement as follows :

6.2 Motion No. 1

That the Council’s Standing Orders be amended by the insertion of the following clause 4(e):
Unless otherwise permitted by the chairman of a standing committee, council members in attendance at a standing committee, but who are not appointed members of said committee, shall occupy only such seating as is allocated for the use of members of the public and shall not speak at the meeting, save as a member of the public, unless recognized by the chairman and invited to speak.

6.3 Motion No. 2

That the Council’s Standing Orders be amended by the insertion of the following clause 4(f):
Unless approved by a vote of the full council, no members who are party together in a relationship that a member of the public could reasonably consider to be a close relationship, shall be permitted to serve concurrently as members of the same standing committee. Such close relationships shall include but not be limited to; spouses, close family members, and business partners.

7.0 REVIEW AND CONFIRM APPOINTMENT TO OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE GROUPS

7.1 Steyning Area Youth Services (SAYS) Trustees

8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP

8.1 Nominations for vacancy on Finance and Community Committee.

8.2 Discuss reshuffle of committees following outcome of F&C decision – item 8.1 above

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.



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- 11.1 Playing Fields Committee meeting** – to receive the minutes and recommendations of the Playing Field Committee held on 26th April 2016 and the Extraordinary meeting of the Playing Field Committee held on 31st May 2016.
- 11.2 Planning Committee** - to receive the minutes and recommendations of the meetings of 3rd and 17th May and 7th June 2016
- 11.3 Highways & Lighting Committee** – to receive the minutes and recommendations of the meeting of 24th May 2016
- 11.4 Steyning Centre Committee** – to receive the minutes and recommendations of the meeting of 17th May 2016
- 11.5 Finance & Community Committee** – held on 7th June 2016 - to follow
- 11.6 Extraordinary Meeting of the Full Parish Council** - held on 1st June 2016. - to agree SPC response to consultation on proposal to extract sand at Ham Farm, Steyning and formation of Working Group. Statement as follows :

“Steyning Parish Council objects to the principle of the proposed Ham Farm site being used for the extraction of minerals and as a subsequent landfill site as proposed in the most recent West Sussex County Council Joint Minerals Local Plan of April 2016 and will put forward its objections to West Sussex County Council.”

12. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- 12.1** Cllr Lloyd (HDC) – update
- 12.2** Cllr Willett (HDC) - update
- 12.3** Cllr Barling (WSSC) - update

13. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES AND OTHER MEETINGS

- 13.1** Joint Parishes Burial Board
- 13.2** SAYS
- 13.3** HALC

14. ITEMS FOR PRESS RELEASE.

15. INFORMATION – none for this meeting.

16. CORRESPONDENCE

- 16.1** Councillor Commission – Visit by de Montfort University to Billingshurst Centre on 8th July 2016 to hear presentation on role of town and parish councillors – nominations to represent Steyning Parish Council
- 16.2** Dementia Friendly Initiative – letter attached

17. DATE OF NEXT MEETING: 11th July 2016

Carol Stephenson
Clerk to the Council

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING



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