

**THE FULL PARISH COUNCIL MEETING
MONDAY 12th January 2015
7.30 PM IN THE STEYNING CENTRE**

PRIOR TO THE COMMENCEMENT OF THE MEETING, COUNCILLORS HELD A MINUTE'S SILENCE IN MEMORY OF MRS MARLENE CARMAN, WHO SADLY PASSED AWAY IN DECEMBER.

Present: Cllrs Bowell, Lloyd, Rogers, Barling, Marshall, Ness-Collins, Staines, Toms, Toomey, Trundle, Muncey, Muggridge, Willet.

Members of the public: 14, including Neighbourhood Wardens

Clerk: Rebecca Luckin

QUESTIONS FROM MEMBERS OF THE PUBLIC: There were none.

MINUTES

1. **APOLOGIES** – apologies were received and accepted from Cllrs Hopkinson and Alexander and from Cllr Cockman (HDC).
2. **DECLARATIONS OF INTEREST** – there were none.
3. **MINUTES OF PREVIOUS MEETINGS**
 - 3.1 Extraordinary Confidential Meeting held on 19th November 2014
Under Standing Order 1d), Cllr Bowell **proposed, seconded** by Cllr Lloyd that the minutes be discussed and agreed in confidence at the end of the meeting.
Agreed.
 - 3.2 Full Council Meeting held on 8th December 2014
Cllr Lloyd **proposed, seconded** by Cllr Toms that the minutes be accepted as a true record of the meeting. **Agreed.**
4. **MATTERS ARISING AND ACTIONS** – the Clerk confirmed that:
 - 4.1 Regarding Steyning Police Station, HDC had given verbal confirmation that the building could be placed on the Community Asset Register.
5. **POLICE / NEIGHBOURHOOD WARDEN SCHEME REPORT / LAT REPORT**
 - 5.1 Neighbourhood Wardens provided a report for December 2014, including mention of anti-social driving, complaints of cold-calling, under-age consumption of alcohol, noise nuisance and the discovery of an empty 'baggie' on the MPF.

Neighbourhood Wardens had attended an event at Dingeman's and a children's disco.

- 5.2 PCSO Tom Slaughter had provided a report for December 2014, including mention of work to reduce cold-calling and changes in counter-terrorist chemical legislation. Theft of car badges had occurred. Feedback on a dog attack was provided.

6. NEIGHBOURHOOD PLAN

Cllr Nick Mills provided an update on Neighbourhood Plan progress: 70 members had volunteered for Focus Groups and the Steering Group had selected Pamela Parkes and Sally Johnstone to represent Steyning. Both had engaged in the work of Focus Groups and had experience of working with the community. The recent focus had been upon agreeing and finalizing the public consultation survey, which had been hand-delivered by volunteers. Drop boxes had been provided, making a saving of around £3,000. To date 180 responses had been received. All residents are entitled to complete the form with a response of 30% being targeted. One drop-in session had taken place, with another planned. Communication is key, the Community21 website is currently being used as an evidence log and a dedicated website is being planned. Further public sessions and consultations will take place. Steering Group members are working hard and will not be able to enter into lengthy e-mail exchanges with individual residents. Next steps will include promoting the survey throughout January, identifying national and local stakeholders, further Focus Group meetings and encouraging residents from Ashurst, Wiston and Bramber to join the Steering Group. Cllr Muggridge was of the opinion that the Neighbourhood Plan was an opportunity for the community to work together for the common good, to achieve a document that would ensure the future of the four parishes and better meet the needs and views of local people. In contrast with the current situation that leaves the community vulnerable to developers or the Planning Inspector. Public referendum will be open to all those on the electoral register. A timeline will be drafted. Councillors thanked Cllr Muggridge for an impressive report with a huge amount of work behind it.

7. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 7.1 **Planning** – Minutes of 16th December 2014 and 6th January 2015. Cllr Muncey provided an update on the Planning matters that had been discussed by Committee, including advice from HDC that their plan will need to be re-submitted following addition of 3,500 houses.

Cllr Toomey **proposed, seconded** by Cllr Ness-Collins that the minutes be accepted. **Agreed.**

- 7.2 **Finance and Community** – Minutes of 2nd December 2014 and 6th January 2015. Cllr Lloyd provided an update on matters that had been discussed by the Finance & Community Committee, including the Local Council Award Scheme and General Power of Competence. A date will be set for Internal Control of finances. Cllr Toms **proposed, seconded** by Cllr Ness-Collins that the minutes be accepted. **Agreed.**

The Finance & Community Committee recommended to Full Council that a Working Practices Group be formed to draft and recommend policies, protocols, risk assessments and statutory documents.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that the Working Practices Group be formed of Committee Chairs (maximum of 10 members) and co-opting as necessary. **Agreed.**

8. BUDGET AND PRECEPT REQUEST FOR 2015 / 16

8.1 Committee Budgets for 2015 / 16.

Cllr Lloyd **proposed, seconded** by Cllr Rogers that the budgets be approved. **Agreed.**

An abbreviated, consolidated Profit & Loss budget will be placed on the Parish Council website.

Cllr George Cockman arrived 8.20pm.

8.2 Using information and a formula provided by Horsham District Council, the Clerk confirmed that HDC would provide a Council Tax Benefit grant of £6,232 and that a Precept of £220,567 could be requested from HDC, without incurring any increase in Council Tax payable by householders, and therefore providing a total income from HDC of £226,799.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that the Clerk request the precept from Horsham District Council. **Agreed.**

9. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

9.1 Cllr Rogers (HDC) reported that with regarding to planning framework document, further houses will be required, although some protection exists from developers. Increased housing will be provided in a plan-led way. If a second runway were to be built at Gatwick, a new settlement may be required. HDC are involved in the consultation process currently.

9.2 Cllr David Barling (WSCC) reported that WSCC were to hold a debate regarding a second runway at Gatwick. WSCC Officer recommendation is to wait for further information before recommending a view. WSCC is not the decision maker, only a consultee. The implications are huge, 100 houses would need to be demolished and 200 businesses disrupted. WSCC priority is to promote employment within the County.

Flooding has been a recent issue. Contractors have commenced works at Dog Lane. Cllr Barling has also met with residents in Mouse Lane and awaits the consultant's report before the next step can be discussed.

9.3 Cllr Cockman (HDC) reported that HDC had expressed concern that they had missed out by not having a 5 year land supply, but are pleased that the HDC Plan is progressing.

10. ITEMS FOR PRESS RELEASE

None to report.

The Chairman thanked reporters at the Steyning Herald for their obituary of Marlene Carmen and for the coverage of the Millennium Awards evening.

11. INFORMATION

- 11.1** New Year’s honours list – the Chair confirmed that a local business owner, Sarah Jewell, had been awarded an MBE for services to ‘entrepreneurship and the medical health industry.
Martin Leigh-Pollitt had also been awarded an MBE for ‘services to the Steyning Area First Responders Group and to the community in Steyning’.
The clerk will write a letter to congratulate both recipients.
- 11.2** Works in Dog Lane - a misunderstanding had occurred over which body should inform residents that works would commence, but the Parish Council will distribute letters to residents.

12. CORRESPONDENCE

- 12.1** A note of thanks had been received regarding the Annual Millennium Awards.

13. MEMORIAL to Mrs Marlene Carman.

- 13.1** Councillors discussed the option of providing a memorial memory of Marlene Carmen and agreed that a tree in the Community Orchard area may be appropriate. Cllr Ness-Collins will liaise with the Orchard Committee.

14. MEETING DATES

- 14.1** Meeting dates up to and including May 2016.
Cllr Howell **proposed, seconded** by Cllr Lloyd that the meeting dates be accepted.
Agreed.

- 14.2** **Date of next Full Council Meeting - 7.30pm 9th February 2015.**

- 15. Confidential item, under Standing Orders 1d,) to agree the minutes of the Extraordinary Confidential meeting of 19th November 2014.**
Councillors discussed the minutes and the possible addition of individual comments.
Cllr Muncey **proposed** an amendment to include a comment, **no seconder.**
Motion not carried.

Cllr Howell **proposed, seconded** by Cllr Toomey that the original minutes be accepted as a true record. **Agreed** (4 abstentions).

The meeting closed at 9.07pm.

Signed Date: 9th February 2015
Chairman