

# Steyning Parish Council



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## THE FULL PARISH COUNCIL MEETING MONDAY 11<sup>th</sup> January 2016 AT 7.30 PM THE STEYNING CENTRE

**Present:** Cllr Bowell, Lloyd, Ness-Collins, Toomey, Muncey, S Sullivan, G Sullivan, Goldsmith, Northam, Picking, Hanson, Syred, Willett.

**Members of the public:** 12 including Neighbourhood Wardens

**Clerk:** Rebecca Luckin

### QUESTIONS FROM MEMBERS OF THE PUBLIC:

1. Q- Can Councillors ensure that what is discussed at a meeting, is kept in the meeting, and not discussed around Steyning? If evidence was presented to the Parish Council, you would act upon it? Are Councillors all aware of protocol?  
A – We would hope that all Councillors abide by rules and regulation and act appropriately. All confidential matters should be kept confidential. If there was a serious breach of protocol, we would investigate.

**The meeting was convened at 7.32pm**

### DRAFT MINUTES

**FUL/15/124. APOLOGIES FOR ABSENCE** – Apologies were received and accepted from Cllrs Muggridge and Trundle and Cllr Barling. Cllr Willett was delayed by an HDC meeting.

**FUL/15/125. DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive declarations of interest and consider requests for dispensations.

**125.1** To receive Declarations of Interest. None for this meeting.

**125.2** Councillors considered requests for dispensations from Cllrs Muggridge, Syred and Bowell regarding SAYS matters, following support from the HDC Monitoring Officer and recommendation from F&C Committee that Dispensations should be granted.

Cllr Bowell **proposed, seconded** by Cllr Ness collins that Cllr Syred be granted a dispensation with regard to SAYS for the remainder of her term of office. 8 voted for and 3 abstained. **Agreed.**

Cllr Bowell **proposed, seconded** by Cllr Toomey that Cllr Muggridge be granted a dispensation with regard to SAYS for the remainder of his term of office. 9 voted for and 3 abstained. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that Cllr Bowell be granted a dispensation with regard to SAYS for the remainder of his term of office. 7 voted for, 3 voted against and 2 abstained. **Agreed.**



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## **FUL/15/126. MINUTES OF THE PREVIOUS MEETING**

**126.1** Cllr Bowell **proposed, seconded** by Cllr Toomey that the minutes of the meeting of 7<sup>th</sup> December 2015 should be accepted as a true record and the minutes duly signed. **Agreed.**

## **FUL/15/127. MATTERS ARISING AND ACTIONS**

**127.1** (FUL/15/116.2) With regard to progress toward the next level of the Local Council Award Scheme, Councillor profile examples had been provided to Members.

## **FUL/15/128. NEIGHBOURHOOD WARDEN REPORT**

**128.1** Neighbourhood Warden's report. Councillors noted Warden intervention in instances of cannabis use, alcohol misuse and general anti-social behaviour. A drugs related arrest had been made, with the aid of community led intelligence. Theft of a cycle and a lawn mower had occurred in Goring Road. Councillors thanked Wardens for their successes when working with Police Officers.

**Cllr Willett arrived at 19.37pm**

## **FUL/15/129. NEIGHBOURHOOD PLAN**

**129.1** Cllr Hanson reported that in December SWAB were offered five further potential development sites for consideration, which had been assessed by the Housing Focus Group and will be considered by the Steering Group on 12.01.16 before being presented at a Public Consultation event. One Wiston site had been withdrawn. The Housing Focus Group had meet with a few key landowners to address specific concerns. A SWAB Neighbourhood Plan Newsletter has been delivered to all households. Drop in, public consultation events will take place on 16<sup>th</sup> and 23<sup>rd</sup> January, 10.30am – 1.00pm. Details of all sites and proposed Green Sites will be made available. Members of the public will be invited to provide feedback.

**FUL/15/130. 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.

**130.1 Playing Fields Committee meeting** – No meeting held. Date of next meeting: 26<sup>th</sup> January 2016.

**130.2 Planning Committee** – Councillors received the minutes and recommendations of the meetings of 15<sup>th</sup> December 2015 and 5<sup>th</sup> January 2016. Cllr Muncey summarised the meeting and advised that following enforcement, advertising boards had been removed at Whites Pub. Earthworks at the Bostal are still subject to Enforcement investigation. An application had been received regarding Steyning Motorcycles for two apartments and two retail units. Cllr Muncey **proposed, seconded** by Cllr Hanson that Full Council accept the minutes. **Agreed.**

**130.3 Highways & Lighting Committee** – No meeting held. Date of next meeting: 19<sup>th</sup> January 2016.

**130.4 Steyning Centre Committee** – Councillors received the minutes and recommendations of the meetings of 16<sup>th</sup> February 2016. Cllr Willett summarised the meeting and **proposed** that Full Council accept the minutes. **Seconded** by Cllr Northam. **Agreed.**

**130.5 Finance & Community Committee** – Councillors received the minutes and recommendations of the meeting of 5<sup>th</sup> January 2016. Cllr Lloyd summarised the meeting and **proposed, seconded** by Cllr Ness-Collins that the minutes be accepted. **Agreed.**

**130.a)** Councillors considered an F&C recommendation that a budget sum (£4,480) allocated to SWAB for the current financial year, should be transferred to SWAB. Cllr Lloyd **proposed, seconded** by Cllr Willett that the sum of £4,480 be paid. **Agreed.**



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- 130.b)** Councillors considered an F&C recommendation that a joint Parish Council letter should be sent to HDC regarding the potential withdrawal of funding (£4,500) from SWAB. Cllr Lloyd had written to the Chairman of HDC and Cllr Bowell had written to Nick Herbert MP.  
Cllr Lloyd **proposed, seconded** by Cllr Hanson that a letter be sent to HDC. **Agreed.**
- 130.c)** Councillors considered a recommendation by F&C that SAYS should contract with Horsham Matters for the first year, of the following three year contract, to provide youth services, dependent upon SAYS confirming that they have sufficient resources. Cllr Lloyd explained that the calculation made at F&C was not based on the correct SAYS reserve figure. Cllr Bowell had met with the SAYS treasurer to establish that the anticipated reserve figure for the end of the financial year would be £37,000.  
Cllr Lloyd **proposed**, a recommendation that SAYS should contract with Horsham Matters for the first year of the following three year contract to provide youth service dependent upon SAYS confirming that they have sufficient resources to do so, **seconded** by Cllr Syred. 1 against, 1 abstention. **Agreed.**
- 130.d)** Councillors considered a recommendation by F&C that incorrectly rebated funds of £11,372.94 should be returned to SAYS immediately. Cllr Lloyd **proposed, seconded** by Cllr Willett that the funds be returned. 10 voted for, 3 against, 1 abstention. **Agreed.**
- 130.e)** F&C had made a recommendation regarding Steyning Parish Council budget for 2016/17. Following confirmation that SAYS would not be in a position to pay the first year of the contract with Horsham Matters, Cllr Bowell **proposed, seconded** by Cllr Picking that an Extraordinary Parish Council Meeting be convened on Wednesday 20<sup>th</sup> January at 7.00pm. A Working Party meeting to be held in the interim to discuss the final draft budget and make recommendation to Full Council. **Agreed.** 2 abstentions.
- 130.f)** Recommendation regarding precept request for 2016/17. Full Council to consider and agree at an Extraordinary Parish Council Meeting on 20<sup>th</sup> January 2016.

#### **FUL/15/131. COMMITTEE MEMBERSHIP**

- 131.1** Following Full Council meeting of 13.07.15, Councillors noted that Committee Membership could be reconsidered.

#### **FUL/15/132. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

- 132.1** Cllr Lloyd (HDC) had nothing to report for December.
- 132.2** Cllr Willett (HDC) reported that HDC Council Tax invoice will indicate any increases in Parish Council tax.
- 132.3** Cllr Barling (WSCC) was unable to attend the meeting, but Cllr Bowell reported that the Bostal road had dangerous ruts. An H&L meeting had taken place with Chris Stark and Jonathan Ullmer of WSCC, regarding devolved works. WSCC suggest a cluster with Bramber and Beeding, although they are not offering sufficient funds. Operation Watershed funding will continue for works on the Horsham Road and at Quarry House on the Ashurst Road.

#### **FUL/15/133. REPORTS FROM OUTSIDE BODIES**

- 133.1** Joint Parishes Burial Board - no meeting held.
- 133.2** SAYS Management Group. Cllr Syred read a summarised report provided by Emma Edwards and noted that a link was available and will be placed on the SPC website. Horsham Matters have purchased a mobile skate facility and will need volunteers with four wheel drive towing capacity.
- 133.3** HALC - Meeting to be held 28<sup>th</sup> January 2016.

#### **FUL/15/134. ITEMS FOR PRESS RELEASE – none for this meeting.**

#### **FUL/15/135. INFORMATION**

- 135.1** SALC - Invitation received to opt out of NALC External Audit procurement process.



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- 135.2 SALC notice regarding 3SC Devolution Bid briefing and networking event. The Hawth, 11<sup>th</sup> March 10 – 4pm. Two SPC Councillors to attend.
- 135.3 LGBC – Electoral Review of West Sussex draft recommendations. Consultation closes 08.02.16.
- 135.4 SALC - Letter from Assistant Chief Constable regarding role of PCSO's.
- 135.5 SPC Annual Parish Council meeting, 07.03.16, Mr Tom Crowley, CEO of HDC, confirmed that he is able to speak at the meeting.
- 135.6 **Late item** – new gas pipe line in Church St and High St. Traffic signals in place 12 – 22 January.
- 135.7 **Late item** – SAYS management meeting to take place on 18.01.16, Youth Worker's report to follow. A youth group is being set up and members will consider whether to become a 'youth council'.
- 135.8 **Late item** – pdf of grant funding opportunities circulated to all Councillors and local clubs and organisations.
- 135.9 **Late item** – SALC Newsletter January 2016 circulated to Councillors.
- 135.10 **Late item** – HDC Winter e-newsletter circulated to Councillors.
- 135.11 HDC Piazza Italia 13<sup>th</sup> March, including rally of old Italian cars stopping in Steyning for lunch.
- 135.12 Steyning Festival - Queen's birthday event on 12<sup>th</sup> June, linked in with Steyning Festival.

**FUL/15/136. CORRESPONDENCE** – to note items of correspondence.

- 134.1 Councillors noted a letter from a member of the public expressing concern that the skateboard facility proposal may be re-visited.
- 134.2 Councillors noted a letter from a member of the public thanking all caretakers, but one in particular.
- 134.3 Councillors noted letters sent by the Chair to Managers of Lloyds and HSBC Bank branches in Steyning. Chamber of Trade will meet in January to discuss.
- 134.4 Councillors noted a complaint received on 09.12.15 and considered membership of a review panel. Cllr Bowell **proposed, seconded** by Cllr Lloyd that Cllr Northam be asked to form a review panel. **Agreed.**

**FUL/15/137. MEETING DATES**

- 137.1 Extraordinary Meeting to consider and agree budget – Wednesday 20<sup>th</sup> January 2016 at 7.00pm.  
Date of next Full Parish Council Meeting – Monday 8<sup>th</sup> February 2016 at 7.30pm.

**FUL/15/138. CONFIDENTIAL ITEM**

- 138.1 Due to the nature of the discussion, involving an employee of the Parish Council, the Chairman **proposed** that the remainder of the meeting be held in confidence, under Standing Order 3 e), **seconded** by Cllr Lloyd **Agreed.**

**Members of the public and the Clerk left the meeting at 9.00pm.**

- 138.1 Councillors received a recommendation from F&C Committee regarding a complaint made against a member of staff and discussed a course of action.
- 138.2 Councillors received a recommendation from F&C regarding a complaint made by a member of staff. A formal complaint has been received by the Chairman, made by the Clerk. The complaint is against the Council and specifically a named Councillor. The Chairman stated that due to the nature of the complaint, he felt it appropriate to seek advice from SSALC as to options to hear the complaint. Following a discussion on the issue, the following proposal was made "That SSALC be asked to form a panel to hear the complaint, and to seek recommendations on ensuring our procedures are fit for purpose. The maximum cost will be no more than £700." **Proposed** by Councillor Bowell, **seconded** Councillor Muncey. **Agreed unanimously.**

Signed: ..... Date: 8<sup>th</sup> February 2016  
Chairman



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### **Action list Full Council 11.01.16**

**130.b)** Councillors considered an F&C recommendation that a joint Parish Council letter should be sent to HDC regarding the potential withdrawal of funding (£4,500) from SWAB. Circulate to PC Chairs.  
Draft letter sent to T&P 14.01.16

### **FUL/15/131. COMMITTEE MEMBERSHIP**

**131.1** Following Full Council meeting of 13.07.15, Councillors noted that Committee Membership could be reconsidered. **Next Agenda.**

**132.3** Cllr Barling (WSSC) was unable to attend the meeting, but Cllr Bowell reported that the Bostal road had dangerous ruts. **Report.**



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