

Steyning Parish Council



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FULL PARISH COUNCIL MEETING MONDAY 7th December 2015 AT 7.30 PM IN THE STEYNING CENTRE

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

In attendance: Cllr David Barling (WSCC)

Members of the public: 17, including two Neighbourhood Wardens, also PC Bailey and PC Walker.

Clerk: Rebecca Luckin

QUESTIONS FROM MEMBERS OF THE PUBLIC:

1. Q – Agenda item 12.8 Upper Tier Tribunal – why is there a confidential item, when will results be announced?
A – During the Confidential item, legal issues will be discussed. Item 12.8 will provide an update regarding the outcome of the Upper Tier Tribunal.
2. The Chair of Governors at Steyning Primary School advised that a new Headteacher had been appointed - Susan Harrison.
3. Q – Item 6 regarding the Neighbourhood Plan – The 2011 census recorded 6018 residents. The Saxon room is far too small, could this be overcome by displays of potential 23 sites and green spaces, being made available for public consultation one week before 16th January?
A – We will not have the information before that date.
4. Q – SWAB Vision Paper, states to invite developers to pitch their own ideas, to give the community a chance to give feedback, will that take place?
A – That would rely on there being developers or landowners who have advanced plans that they could present, but we are not in that situation. The point of delaying public consultation is to provide information that is intelligible.

Meeting was convened at 19.38pm

DRAFT MINUTES

FUL / 15/109. APOLOGIES FOR ABSENCE – apologies were received and accepted from Cllr Picking, Hanson and Cllr Willett.



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Deputy Clerk: Hazel Roxby

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FUL/15/110. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 110.1** Cllr Muggridge declared a personal interest as a member of SAYS Management Committee and Vice Chair of SWAB. Cllr Syred declared a personal interest in SAYS Chair of SAYS Management Committee.
- 110.2** Cllr Howell declared a prejudicial interest as Chair of SAYS.

FUL/15/111. MINUTES OF THE PREVIOUS MEETING

- 111.1** Cllr Howell **proposed, seconded** by Cllr Muncey that, subject to one amendment, the minutes of the meeting of 9th November 2015 be approved as a correct record. **Agreed.**

FUL/15/112. MATTERS ARISING AND ACTIONS

- 112.1** (FULL102.2) Fletcher's Croft path. The Clerk confirmed that the HDC Officer decision to place an additional path had been overruled due to H&S concerns.

FUL/15/113. NEIGHBOURHOOD WARDEN AND POLICE REPORTS

- 113.1** Neighbourhood Warden's Report, circulated prior to meeting and placed on website. Regarding an email from a resident concerned regarding drug use in Abbey Road, Wardens had worked with Police on the matter. Advice regarding bogus parcel delivery notes from PDS, can be obtained from Sussex Police website via Operation Signature. Wardens confirmed that they had been on 'severe' standby regarding potential terrorist attacks for two years - an ongoing awareness and training situation. Police Officers advised that Steyning was a low crime area and that data on trends in the area was available. Councillors thanked Wardens and Police for attending and noted that Wardens are working closely with Police.
- FUL/15/113.2** Chief Inspector Hodges' newsletter circulated to Councillors 04.12.15.

FUL/15/114. NEIGHBOURHOOD PLAN

- 114.1** Cllr Muggridge provided an update on Neighbourhood Plan progress – HDC Planning Framework document had been approved, therefore planning by appeal should cease. Housing Focus Group members have met to devise a new housing target for the community. The SDNPA had provided an informal interim assessment of sites within in the park and not ruled any of them out. The Steering Group had confirmed all of the individual site assessments for the plan. Landowners had been contacted for additional information including constraints and timing of land availability. The Environment Focus Group revised their proposals for Green Spaces. The SWAB Steering Group has set dates for early public consultation drop in event. Sites and Green Spaces will be displayed. Public will be invited to comment on sites and provide constructive comments ahead of the pre-submission plan. A six week public consultation will follow, with a referendum in summer 2016. A SWAB newsletter will be delivered in late December to all households. Next steps include agreeing new housing numbers and recommendation of some development sites. Consultation event responses will be and collated, FQA's will be available. All sites offered will be displayed, with SWAB justification for those selected.
- 114.2** SWAB Newsletter circulated to all Councillors 23.11.15 and posted on the SWAB website. Councillors noted the Public Consultation Events on 16th and 23rd January 2016.

Cllr Lloyd had asked questions at HDC regarding the NDP and confirmed that parishes without a Neighbourhood Plan would not have any control over where development took place, and that HDC could allocate sites. He was confident that all issues raised have been, or will be, addressed. Residents will be justifiably proud of the work undertaken by SWAB members and resident volunteers. Cllr Lloyd asked members of the public to wait until the public consultation and not pre-judge the plan.

FUL/15/115. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 115.1 Finance & Community Committee** - to receive the minutes and recommendations of the meeting of 1st December 2015 including:



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Internal Control had been undertaken by Cllr Goldsmith, who requested clarification and confirmation that the arrangement between SAYS and SPC was not 'irregular financial activity' and that a statement included in the SAYS accounts was incorrect. Advice and confirmation provided by the Internal Auditor, and circulated to all Councillors (07.12.15):

1. *The statement as highlighted in the (SAYS) accounts stating the bank and cash balances are the property of persons other than the registered charity is wholly incorrect.*
2. *Hedley's Senior Solicitor is quite correct in his statement that the charity should not have returned any funds – this is certainly not correct practice.*
3. *From an audit perspective amounts were requested to be paid to the charity, authorised in the proper manner and paid over in the correct way. There is no audit issue at Steyning in this regard.*
4. *I have recommend the return of the cheque to the charity/unbanked or if banked returned entire without delay.*

The charity has its own separate legal identity and any funds donated to it – are just that – donations and belong to the charity absolutely. These monies are then put to use for the charity to achieve its charitable objects, either as general or restricted funds. If the charity has the power to do so – it may make donations to other bodies to achieve its charitable objects but this is quite rare.

Internal Audit - Councillors received the Internal Auditor's Interim Report for November 2015.

The Internal Auditor drew Councillors attention to increasing budget pressures and the difficulty of maintaining a 0% increase in the precept for 16/17. A recommended second card reader should be transferrable between Councillors in order to be effective and useful.

Continuing commitment to Youth Service - Councillors discussed Working Party recommendations regarding SPC's continuing commitment to Youth Provision for the forthcoming three years. Councillors noted that:

1. The Working Party expressed concern regarding the current administration of the SAYS charity, and recommended that as the largest contributor the SPC Clerk should undertake the role of administrator.
2. SAYS should confirm that they have sought legal advice that the current charity meets all the regulations regarding the independence of charities from local government control.
3. SAYS should seek advice to confirm that the charity status meets the regulations and that SAYS can continue as a charity.
4. Dependent on the response to 2-3 the members recommended a further Working Party meeting to discuss the contract payments and whether some or, all of the payment will come from SAYS in the first year, or not.
5. It was concluded that further work was needed by the Working Party and SAYS, with a view to achieving a three year contract, starting in 2016, with financing arrangements for the costs until then.

Cllr Lloyd **proposed, seconded** by Cllr G Sullivan, that a letter should be sent to SAYS regarding recommendations 1 – 3, with a request for an urgent response. **Agreed.**

Return of funds to SAYS

Regarding a request from SAYS that funds, recently rebated, should be returned to SAYS. Councillors noted a letter from the Treasurer of SAYS, stating that a rebate of funds from SAYS to the Parish Councils had been made improperly.

Budget – H&L and PF will hold Extraordinary meetings if necessary, in order to finalise the budget, prior to F&C on 05.01.16. and Full Council on 11.01.16.

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

115.2 Playing Fields Committee meeting – minutes and recommendations of the meeting of 24th November 2015.

Cllr Ness-Collins summarised the meeting – An earlier recommendation to remove a bamboo plant on the boundary of the MPF had been withdrawn, since there was no evidence that SPC had planted it.

Committee members received a Tree Condition Report and will work with the Tree Warden to produce a Tree Management Plan. Generous donation received for a mobile goal post. Cllr Muncey expressed concern regarding the duty of care as landowners and the safety of MPF users during wet weather.

Budget – Chair will meet with Clerk regarding budget, no meeting to be called.

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

115.3 Planning Committee - minutes and recommendations of the meetings of 17th November and 1st December 2015. Cllr Muncey summarised the meetings and applications that had been considered, including an application for a Steyning Downland Scheme Visitor facility at the site of the old NCT hut had been submitted. Enforcement actions include advertising signs at Whites Pub, a flint wall by Newham House has been damaged and a fence erected at Newham Lane without planning permission. Beechanger, Pepperscombe Farm, excavations taking place that are being investigated by the HDC Enforcement Officer. Cllr Muncey **proposed, seconded** by Cllr Muggridge that the minutes of 17th November be accepted. **Agreed.** Cllr Muggridge **proposed, seconded** by Cllr Ness-Collins that the minutes of 1st December be accepted. **Agreed.**

115.4 Highways & Lighting Committee – to receive the minutes and recommendations of the meeting of 17th November 2015. Cllr Muncey summarised the meeting with regard to High Street toilet improvements and a lottery funding bid, Mouse Lane drainage improvements, footbridge lighting quote from SSE update with grant funding required. Committee members noted Cllr Barling’s concerns regarding WSCC ability to deliver some services in future and recommended that SPC consider the option of devolved works when likely scope of works and current costs are known. Jonathan Ulmer has offered to speak to all Councillors regarding devolved works, perhaps to be included in 17/18 budget. Cllr Muncey **proposed, seconded** by Cllr G Sullivan that the minutes be accepted. **Agreed.**

115.5 Steyning Centre Committee – no meeting held. Councillors noted new fencing around the Steyning Centre. **Budget** – to be confirmed at meeting of 15th December.

FUL/15/116. LOCAL COUNCIL AWARD SCHEME – deferred to next meeting.

FUL/15/117. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

117.1 Cllr Lloyd (HDC) reported that the HDC Planning document was agreed. Cllrs Lloyd and Willett have lobbied regarding car parking charges in the rural parishes. There are no HDC plans to charge, although there are costs to be met, complaints have been received that Horsham car parks are subsidising those in rural areas. Devolved powers from WSCC continue to be discussed.

117.2 Cllr Barling (WSCC) – South East Three proposal regarding devolved works - three County Council leaders could form a partnership and draft a bid. STARS Schools consultation regarding Rydon School, second stage consultation will begin shortly. Year 6 may remain at their current junior schools, years 7 and 8 can transfer to Rydon or SGS. The priority will be the outcome for pupils. WSCC budget - adult social care responsibilities have increased and the living wage increase will have an impact upon the budget. Central government have allowed for a ring fenced increase of 2% for adult care. Flooding and resilience plans have been drafted. The Big Society Fund will be preserved – up to £25,000 for community projects. The Green Offer – Cllr Barling will organise J Ulmer to meet with Councillors.

FUL/15/118. REPORTS FROM OUTSIDE BODIES

118.1 Joint Parishes Burial Board - Cllr G Sullivan reported on a meeting on 23.11.15 regarding the extension of the existing burial ground.

118.2 SAYS - Trustees meeting will take place 11.12.15.

118.3 HALC - Late item –notes from the HALC meeting with HDC, including letter from Tom Crowley regarding Councils working together on bids for devolution settlements. (Circulated to Councillors 07.12.15). Annual meeting of HDC and HALC had taken place 26.11.15. Next meeting date – 7.30pm, 28.01.16, at Mannings Heath Village Hall.

FUL/15/119. ITEMS FOR PRESS RELEASE

119.1 The Chairman reported that he had provided a report and photos following awards given at the Chairman’s Millennium Award ceremony.



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FUL/15/120. INFORMATION – to report on any information items.

- 120.1** NHS Coastal West Sussex Clinical Commissioning Group, public engagement information (circulated to Councillors 10.11.15)
- 120.2** Sussex Police – Christmas Crime Prevention Advice (circulated 23.11.15)
- 120.3** SDNPA Highlights (circulated 23.11.15)
- 120.4** HDC warmer Homes Project (circulated 23.11.15)
- 120.5** Steyning Festival 2016 information regarding use of Fletchers Croft.
- 120.6** Lloyds bank, Steyning potential branch closure. Cllr Toomey will ask if the Chamber of Trade would like to make representation and find if the Post Office are able to offer Lloyds bank account services to account holders. Not in the interests of sustainable communities.
- 120.7** Confirmation of addition of Chequer Inn to HDC Register of Assets of Community Value.
- 120.8** Update regarding Upper Tier Tribunal, member of the public V Information Commissioner’s Office & Steyning Parish Council, application for permission to appeal, decided at oral hearing. Cllr Bowell attended the hearing and reported that the appellant had not been given permission to appeal.
- 120.9** Late item – Rural West Sussex Partnership – notice of grants available to West Sussex businesses that are without access to superfast broadband.

FUL/15/121. CORRESPONDENCE – to note items of correspondence.

- 121.1** Councillors noted an open letter to Steyning Parish Councillors urging SPC to revisit the skatepark project.
- 121.2** Councillors noted an item of correspondence from members of the public urging SPC to revisit the skatepark project.
- 121.3** Late item - to note an item of correspondence from a member of the public urging SPC to revisit the skatepark project.

An item will be added to the next Playing Fields agenda.

FUL/15/122.MEETING DATES

- 122.1** Date of next Full Parish Council Meeting – Monday 11th January 2016.

FUL/15/123. CONFIDENTIAL ITEM

- 15.1** With regard to item 120.8 above, and due to the nature of the discussion, the Chairman **proposed** that the remainder of the meeting be held in confidence, under Standing Order 3 e), **seconded** by Cllr Ness-Collins **Agreed.**
A Councillor declined to declare a prejudicial interest, but left the meeting.

The meeting closed at 21.42pm without discussion taking place.

Signed: Date:
Chairman



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Action list Full Council 07.12.15

FUL/15/116. LOCAL COUNCIL AWARD SCHEME – deferred to next meeting.

- 116.1** Since the agenda had been posted, a member of the public raised a concern, the item regarding LCAS will be placed on the **next Full Council agenda**.
- 116.2** Progression to 'Quality' status – Councillors to consider and agree Councillor profiles to be available on website. **Provide examples of profiles.**
- 118.3** HALC - Late item –notes from the HALC meeting with HDC, including letter from Tom Crowley regarding Councils working together on bids for devolution settlements. **Notes will be attached to minutes.**