

**FULL PARISH COUNCIL MEETING  
MONDAY 8<sup>th</sup> June 2015 AT 7.30 PM  
THE STEYNING CENTRE**

**Present:** Cllrs Bowell, Lloyd, Toomey, Ness-Collins, Muggridge, Willett, Trundle, Goldsmith, S Sullivan and G Sullivan.

**Members of the public:** 23

**Clerk:** Rebecca Luckin

**QUESTIONS FROM MEMBERS OF THE PUBLIC:**

1. Q – Regarding item 7, Neighbourhood Plan, ‘Do you want HDC and SDNPA to use the Neighbourhood Plan for SWAB to help it decide planning applications in the area, yes or no?’ That is the compulsory question for the SWAB Neighbourhood Plan, the residents will never get the opportunity to indicate whether they support the contents of the Plan or not, it’s a meaningless question, the referendum will cost money, SWAB residents should have the opportunity to vote on the actual plan?  
A – Residents will have a vote on the plan, the question is prescribed and cannot be changed. The community will have had their say before the vote, at consultation meetings, and during a six week consultation period of the draft plan. The Steering Group will note comments and amend the plan accordingly, before the final vote takes place. The plan will have had public input at various stages, it is a lengthy process and the public will be involved at appropriate times. 70 residents are currently working on the plan. Parish Councils will receive the first draft, prior to members of public being invited to comment. We have a legal obligation to have a sustainable community, which means some areas of growth.
2. Q - from Cllr Bowell – Will SPC will have an opportunity to comment on the document, before it goes out to residents for a vote?  
A – Yes.
3. Q – If there are any significant issues raised will the Steering Group take that on board?  
A – Yes, the democratic process will prevail.

**Meeting was convened 7.38pm**

**MINUTES**

**FULL/15/29. APOLOGIES FOR ABSENCE** – apologies were received and accepted from Cllr Muncey.

**FULL/15/30. DECLARATIONS OF ABSENCE AND DISPENSATIONS** – none for this meeting.

### **FULL/15/31. CO-OPTION OF COUNCILLORS**

Councillors considered co-option of nominees for four vacancies.

The nominees were:

Mr Steve Northam

Mr Brian Picking

Mr Charlie Bean (unable to attend in person)

Mrs Michelle Syred

Mrs Deborah Hanson

Mr Seth Ammar – withdrawn

Mrs Karen Taylor

Nominees each provided a brief verbal statement.

Cllr Lloyd **proposed, seconded** by Cllr Muggridge that a paper ballot be held.

**Agreed.**

Vacancy 1 – Mr Steve Northam received the most votes.

Vacancy 2 – Mr Brian Picking received the most votes.

Vacancy 3 – Mrs Deborah Hanson received the most votes.

Vacancy 4 – Mrs Michelle Syred received the most votes.

New Councillors signed their Declaration of Acceptance of Office prior to joining the Parish Council meeting.

The Chairman thanked nominees who were not successful on this occasion.

### **FULL/15/32. MINUTES OF THE PREVIOUS MEETING**

Cllr Lloyd **proposed, seconded** by Cllr Trundle that the minutes of the meeting of 18<sup>th</sup> May 2015 be agreed as a correct record and duly signed by the Chairman.

**Agreed.**

### **FULL/15/33. MATTERS ARISING AND ACTIONS**

**33.1** (FULL/7.) Regarding allocation of Committee membership, Cllr Lloyd **proposed, seconded** by Cllr Ness Collins that a team meeting be held and allocation agreed at the next Full Council meeting. **Agreed.**

**33.2** (FULL/15/25.5) Cllr Goldsmith had attended the Bramber Annual Parish Meeting at which a representative of the Environment Agency had provided information on changes to the internal drainage districts.

### **FULL/15/34. POLICE, NEIGHBOURHOOD WARDEN AND YOUTH WORKER REPORTS**

**34.1** Report from Chief Inspector Hodges circulated to Councillors and placed on website. 547 drivers had been reported for using mobile phones while driving in Sussex.

**34.2** Report from the Neighbourhood Wardens circulated to Councillors and placed on the website. Wardens had noted some anti-social behaviour, drug related activity and some dangerous driving and would urge members of the public to use the Operation Crackdown website to report incidents. Security advice was provided and information on burglaries.

Councillors expressed thanks for the support of the Vintage Years Club and were concerned that Wardens were involved in the intervention of drug activity.

**34.3** Cllr Muggridge advised that at a recent SAYS Management Committee meeting, a very full report was provided by the Youth Worker, outlining the extensive work undertaken. A condensed and redacted report will be provided.

#### **FULL/15/35. NEIGHBOURHOOD PLAN**

**35.1** Cllr Muggridge reported that the draft Stage One Report had been drafted. The Call for Sites process had yielded a potential 11 sites. Site selection criteria will be considered thoroughly before being approved. A Youth Survey has been drafted and will be launched online prior to the summer break. Bramber has undertaken a Housing Need Survey. Next steps include meeting with SDNPA, prior to finalising criteria.

**FULL/15/36. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – none for this meeting.

#### **FULL/15/36.1 Finance & Community Committee** – Minutes of 2<sup>nd</sup> June 2015.

Cllr Lloyd provided a report on the meeting and Cllr Bowell repeated his report to F&C regarding SAYS accounts. Following discussion regarding payments to SAYS for 2015/16 and payments in future years, Councillors confirmed that they would not wish to see activities or youth provision curtailed, but would like to see review of the payments to SAYS. Cllrs Bowell and Muggridge and the Youth Worker will provide a brief for all Councillors, since many are newly elected, including a 3 – 5 year business plan. Councillors are mindful that the Youth Service always tackles the difficult and sensitive issues experienced by some young people and which other organisations are not able to address. A Youth Worker's redacted report will be available. The sum of £11,372, which may be returned following agreement by the SAYS Trustees, was given by residents for the provision of youth service.

Following the addition of Cllr Ness-Collins as present at the meeting, Cllr Lloyd **proposed, seconded** by Cllr Toomey that the minutes be accepted. **Agreed.**

**36.1 a)** Councillors received the Internal Auditor's report, which stated that systems and procedures in place were entirely fit for purpose and a model of good practice, with no recommendations for this report.

**36.1 b)** Councillors received the Annual Return Statement for 31.03.15.

Cllr Lloyd **proposed, seconded** by Cllr Ness that the Chairman sign the document. **Agreed.**

**36.1 c)** Councillors received the Annual Governance Statement for 31.03.15.

Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Chairman sign the document. **Agreed.**

**36.1 d)** Councillors considered the use of online banking. Following recommendation by F&C that a current signatory should authorise and sign payments and that any payment should be made by two people; a Councillor and the Clerk (the Clerk will check with HSBC that a second card reader can be available), Cllr Willett **proposed, seconded** by Cllr G Sullivan that SPC should use online banking. **Agreed.**

- 36.1 e)** Councillors considered whether to 'vire' £8,200 from the F&C budget to the Steyning Centre budget, to cover the cost of room hire for meetings (from code 4035 / 101 to 1007 / 401) to ensure that overall income is accurately reported. Cllr Lloyd **proposed, seconded** by Cllr Trundle that the funds were vired. **Agreed.**
- 36.1 f)** Councillors considered the adoption of the ICO Publication Scheme – following ICO model. Cllr Toomey **proposed, seconded** by Cllr Willett that the document be adopted. **Agreed.**
- 36.1 g)** Councillors considered the adoption of a Staff Discipline Policy – following SLCC model. Cllr Goldsmith **proposed, seconded** by Cllr Ness-Collins that the document be adopted. **Agreed.**
- 36.1 h)** Councillors considered the adoption of a Staff Grievance Policy – following SLCC model. Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that the document be adopted. **Agreed.**
- 36.1 i)** Councillors considered the adoption of a Dignity at Work Policy. Cllr Muggridge **proposed, seconded** by Cllr S Sullivan that the document be adopted. **Agreed.**
- 36.1 j)** Councillors considered the adoption of a Communications Protocol. Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that the document be adopted. **Agreed.**
- 36.2** **Playing Fields Committee** – Minutes of 26<sup>th</sup> May 2015.  
Cllr Ness-Collins reported on the meeting.  
Cllr Willett **proposed, seconded** by Cllr Lloyd that the minutes be accepted.  
**Agreed.**
- 36.3** **Planning Committee** – Minutes of 26<sup>th</sup> May, 2<sup>nd</sup> June 2015.  
Cllr Howell reported on the meetings.  
Cllr Muggridge **proposed, seconded** by Cllr Trundle that the minutes be accepted.  
**Agreed.**
- 36.4** There had been no Highways & Lighting meeting during May, however, Cllr Muncey continued progressing projects as delegated, particularly improved drainage works at Mouse Lane.

#### **FULL/15/37. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

- 37.1** Cllr Lloyd (HDC) reported that he had joined the HDC Scrutiny & Overview Committee and Crime & Disorder and Social Inclusion Sub-Committees and the Licensing Committee. He was looking forward to building relationships with Officers to enable informed decisions to be made by Steyning Parish Council.
- 37.2** Cllr Willett (HDC) reported that he would be on different committees in order that all areas are covered.
- 37.3** Cllr Barling (WSSC) reported that he will work with the WSSC Stronger Communities Team regarding a potential Police Hub at the Steyning Centre. The next CLC meeting has been postponed to 8<sup>th</sup> July, in order to discuss the school system of first, middle and senior schools in the area. A formal consultation will commence shortly regarding a two school system.\*\*  
Regarding Mouse Lane, a grant had been provided. A local resident had been included in a recent meeting with a WSSC Engineer, Cllr Muncey, Wiston Estate. A Steyning Downland Scheme meeting, regarding horse and bike riders will take place.

Cllr Barling will attend a Public Rights Of Way (PROW) meeting and appeal to a local landowner regarding a footpath that had been used informally as a public footpath, until recently.

A283 underpass scheme contractors are back on site.

Regarding WSCC waste recycling, soft plastics are now accepted.

\*\* Cllr Willett declared an interest as a Governor of Steyning Grammar School.

#### **FULL/15/38. ITEMS FOR PRESS RELEASE**

**38.1** Following the meeting, a new group photograph was taken and provided to the local press.

#### **FULL/15/39. INFORMATION**

**39.1** AgeUK Horsham District, celebrating later life in Horsham District, 1<sup>st</sup> October, 10.00 – 2.30pm, Drill Hall Horsham.

**39.2** Progress update regarding WSCC broadband circulated to Councillors.

**39.3** Progress update regarding Steyning Police Station. A proposal to use the Steyning Centre as a Police Office is being considered.

**39.4** The Steyning Downland Scheme has invited Councillors to discuss a proposal for a mountain bike area, above the Riffle Range.

**39.5** Inspector McKnight had indicated that Steyning would have a new PCSO, to be shared with Ashurst and Bramber, Peter Outen.

**11.6** Open invitation from St Marys, circulated to Councillors.

**11.7** Co-op is closing for a refit for two weeks from 14<sup>th</sup> June. A safe working plan will be requested.

**FULL/15/40. CORRESPONDENCE** – none for this meeting.

#### **FULL/15/41. MEETING DATES**

**41.1** Date of next Full Parish Council Meeting – Monday 13<sup>th</sup> July 2015.

The meeting closed at 9.26pm.

Signed: ..... Date: 13<sup>th</sup> July 2015  
Chairman

#### **Action List 08.06.05**

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