

**THE FULL PARISH COUNCIL MEETING
MONDAY 9th February 2015 AT 7.30 PM
IN THE STEYNING CENTRE**

Present: Cllrs Bowell, Lloyd, Alexander, Ness-Collins, Toms, Barling, Rogers, Staines, Hopkinson, Marshall, Muggridge and Willett.

Members of the public: 17

Clerk: Rebecca Luckin

QUESTIONS FROM MEMBERS OF THE PUBLIC:

1. Q – Collette Harber, Clerk to the Joint Parishes Burial Board (JPBB) Botolph's Cemetery advised that the Board had agreed to purchase further land, funded with advance purchases of burial plots. Currently the JPBB constitution states that cash reserves should not exceed £10,000 without returning the surplus to the parishes. The JPBB would like to increase the figure of reserves held to £30,000 with permission of the parishes to allow for purchase of land and for any additional costs.

A – Cllrs Bowell and Toms sit on the board. Permission, in principle, has been sought from HDC and SDNPA. Costs of agricultural land have been investigated.

2. Q – The Steyning Area Youth Service (SAYS) financial summary 2013/2014 reports an income of £43,604 and spending of £1,579. The Steyning Parish Council financial records state that since June 2013 a total of £51,672 has been paid out by the SPC to SAYS and/or Horsham Matters Limited. However it would appear that no reports, bi-annual or annual, have been made public detailing the achievements of the Steyning Area Youth Service since June 2013 and neither has a detailed breakdown of the SAYS annual accounts (2013/2014) been produced. Would it be possible to publish detailed accounts and a report of SAYS achievements as soon as possible?

A – A question in advance would have allowed Councillors to provide a full answer. Currently, modified reports have been placed on the Parish Council website, with names and photographs redacted. The Clerk will seek clarification of the funds held in reserve and report back.

3. Q – Newham Lane – is it whole length that has been closed?

A – Works had only recently been scheduled, Cllr Barling did not have details of Newham Lane or The Bostal closures.

The meeting was convened at 7.42 pm

DRAFT MINUTES

1. **APOLOGIES FOR ABSENCE** – apologies were received and accepted from Cllrs Muncey, Trundle, and Toomey.
2. **DECLARATIONS AND DISPENSATIONS** – There were none.
3. **MINUTES OF THE PREVIOUS MEETING**
Following an amendment to the minutes, Cllr Lloyd **proposed, seconded** by Cllr Toms that the minutes of the meeting of 12th January be accepted as a true record and duly signed. **Agreed.**
4. **MATTERS ARISING AND ACTIONS**
 - 4.1 Speaker for the Annual Parish Meeting. The Clerk confirmed that Norman Dingeman, Deputy Chair of the South Downs National Park Authority, would provide a presentation on the work of the SDNPA and answer questions from the public.
 - 4.2 Following Cllr Ness-Collins' liaison with the Community Orchard Group, local groups will be invited to make donations towards a tree in memory of Cllr Marlene Carmen.
5. **POLICE AND NEIGHBOURHOOD WARDEN REPORTS**
 - 5.1 The Warden's Report for January 2015 was circulated prior to the meeting and posted on the Parish Council website. Wardens confirmed that some anti-social behaviour was occurring around lunchtime. The school had been informed.
 - 5.2 The Police Report for January 2015 was circulated prior to the meeting and posted on the Parish Council website.
6. **NEIGHBOURHOOD PLAN**
 - 6.1 Cllr Muggridge thanked residents for completing surveys. 789 responses represented a return rate of 24%. Results will be analysed and reported. Focus Groups have met and discussed SWOT analysis to identify the current strengths and weaknesses of communities and the opportunities and problems could arise. Local and national stakeholders had been identified and will be invited to take part. A new dedicated website is being launched, with thanks to Cllr Muncey. Steering Group representatives had attended a HALC meeting regarding an HDC presentation on a strategy to re-submit the draft plan. The value of Neighbourhood Plans were confirmed, especially while the HDC Planning Framework is not in place. Next steps will be to compile and conduct a youth survey, in partnership with the schools and Youth Worker. Report findings will inform the Stage One Report. A 'call for sites' letter will go out shortly. Wiston and Bramber residents will be encouraged to join the Steering Group. The Steering Group will work with AirS to draft a detailed timetable.
7. **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
 - 7.1 **Finance & Community** Committee – Minutes of 3rd February 2015.
Cllr Lloyd reported that the Clerk will assist the Council in working towards Quality and Quality Gold Status of the Local Council Award Scheme.

Following elections in May, the new council will fulfil the criteria to adopt the General Power of Competence and should resolve to do so at the May Annual Parish Council Meeting.

The Committee are investigating the benefits and risks regarding the use of online banking and a Parish Council debit card and the controls and limits that can be put in place to regulate use and ensure best practice.

Internal Control had been undertaken and reported to F&C.

Following on from a question raised at F&C on 03.02.15, Cllr Rogers clarified that the Wilson Memorial Trust had been approached with regard to funding of SAYS. Two presentations in 2011 were rejected at the time. A further request could be made.

Cllr Cockman arrived 20.06pm

Following an amendment, Cllr Lloyd **proposed, seconded** by Cllr Willett that the minutes be accepted by Full Council. **Agreed.**

7.2 Highways & Lighting Committee – Minutes of 16th December 2014.

Cllr Alexander reported that Works in Dog Lane had been completed. She had met with residents, WSCC and consultants regarding drainage in Mouse Lane. A meeting will take place with residents on 5th March.

Cllr Alexander **proposed, seconded** by Cllr Toms that the minutes be accepted by Full Council. **Agreed.**

7.3 Playing Fields Committee – Minutes of 20th January 2015.

Cllr Ness-Collins reported that use of bouncy castles, quotes for improving gates at the allotments and byelaws were discussed.

Cllr Ness collins **proposed, seconded** by Cllr Lloyd that the minutes be accepted by Full Council. **Agreed.**

7.4 Steyning Centre Committee – Minutes of 27th January 2015.

Cllr Toms reported that the Steyning Centre kitchens and toilets had been steam cleaned. Emergency lights and pipes in the gent's toilets will be replaced. Over 200 attended a recent film evening. Councillors need to join the rota of volunteers. Film evenings raise funds for the maintenance of the building.

Cllr Toms **proposed, seconded** by Cllr Lloyd that the minutes be accepted by Full Council. **Agreed.**

8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

8.1 Cllr Rogers reported that a small team at HDC sit within the Police Team and have been funded by the Community Safety Partnership, approval has been sought for an increase in the budget, since it represents an investment in community safety for the whole district. Cllr Barling was congratulated on his appointment as WSCC Cabinet member for Resident's services.

8.2 Cllr Cockman recommended that Steyning Parish Council apply for HDC grant funding, since funds exist for projects of community value.

8.3 The Chairman congratulated Cllr Barling on his appointment as WSCC Cabinet Member for Residents' Services.

Cllr Barling reported three projects at Steyning Grammar School; replacement of huts that had been on site since 1953, expansion of the Sixth Form College and procurement of two houses at Fletcher's Croft. The Department for Education has awarded funds for the replacement of huts. Two houses will be purchased from WSCC, and the Sixth Form extension continues to be addressed. Cllr Barling confirmed that his new appointment gave him responsibility for the fire service, waste, broadband provision, libraries, countryside services, the county coroner and trading standards, with a budget of approximately £100M. Services will be redesigned to avoid cuts.

A meeting to address Mouse Lane drainage issues will take place.

Dog Lane completed works had been completed.

Cllr Barling confirmed that no fire stations will close during 2015 / 16. BT had provided broadband in commercially viable areas, WSCC will address other areas in two phases. Fibre optics is now available in Steyning

9. ITEMS FOR PRESS RELEASE – none for this meeting.

10. INFORMATION

10.1 The Clerk reported that the WSCC Prevention & Wellbeing Grants Programme for 2015 / 16 would be open for applications until 24th April 2015.

10.2 Maintenance of Public Rights of Way (PROW), the inspection cycle will occur every 15 months, with the next inspection of Steyning PROW's taking place in October 2015 with works scheduled for December 2015.

10.3 Notification had been received regarding a proposed solar farm at Spithandle Lane, within Ashurst Parish, on the boundary with Wiston Parish. An exhibition would be held on Tuesday 17th February, 3.30 – 7.30pm at Wiston Village Hall.

11. CORRESPONDENCE

11.1 A letter of thanks has been received from Mr Martin Leigh Pollitt, following a note of congratulation regarding his recent MBE award for services to the community.

11.2 A letter of thanks had been received from the Steyning Music Society following a grant made by Steyning Parish Council toward the cost of servicing the grand piano.

12. MEETING DATES

12.1 **Date of the Annual Parish Meeting – 7.30pm 9th March 2015.**

12.2 **Date of next Full Council Meeting - 7.30pm 13th April 2015.**

The meeting closed at 20.46pm

Signed: Date: 13.04.15
Chairman

ACTION LIST 09.02.15

2. Q – The Steyning Area Youth Service (SAYS) financial summary 2013/2014 reports an income of £43,604 and spending of £1,579. The Steyning Parish Council financial records state that since June 2013 a total of £51,672 has been paid out by the SPC to SAYS and/or Horsham Matters Limited. Would it be possible to publish detailed accounts and a report of SAYS achievements as soon as possible?

A – **The Clerk will seek clarification** of the funds held in reserve and request regular reports for SPC and report back.