

**FULL PARISH COUNCIL MEETING
MONDAY 13th July 2015 AT 7.30 PM
IN THE STEYNING CENTRE**

Present: Cllrs Lloyd, Ness-Collins, Toomey, Trundle, Muncey, Muggridge, Willett, Goldsmith, S Sullivan, G Sullivan, Picking, Syred and Hanson.

Members of the public: 18

Clerk: Rebecca Luckin

QUESTIONS FROM MEMBERS OF THE PUBLIC: There were none.

MINUTES

FULL/15/42. APOLOGIES FOR ABSENCE

42.1 Apologies were received and accepted from Cllr Bowell and Cllr Northam.

FULL/15/43. DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none.

FULL/15/44. MINUTES OF THE PREVIOUS MEETING

44.1 Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the minutes be agreed as a correct record of the meeting of 8th June 2015 and duly signed. **Agreed.**

FULL/15/45. MATTERS ARISING AND ACTIONS – none for this meeting.

FULL/15/46. TO AGREE COMMITTEE MEMBERSHIP AND REPRESENTATIVES

46.1 Due to incomplete advice from SALC, the Clerk had advised that it would be unsafe to proceed and the Chairman withdrew the motion: 'due to the significantly changed structure of the Parish Council, with the addition of 4 co-opted members, that the committees elected in May be disbanded and re-elected'. **Motion withdrawn.**

Cllr Lloyd referred to statements that had been made on a community website. He was of the opinion that much had been done to accommodate the preferences of Councillors and that to suggest the Chairman had attempted to forcibly remove Councillors from key Committees was a slur upon the integrity of a very able and committed Chairman. Members are not elected in perpetuity, nor do they have the right to sit on a particular committee, unless by the majority will of the members of the Council.

46.2 Subject to 5.1 being withdrawn, to consider and agree the following:

a) That each Councillor shall be elected to two committees and

b) The Chair and Vice Chair shall be elected to sit upon all Committees as per Standing Order 5. j. vii. **Motion withdrawn.**

- 46.3** Subject to 5.1 and 5.2 being withdrawn;
To consider and agree that the members elect 'interim' Committees as per the proposed committee structure prepared by the Chair, Vice-Chair and the Clerk. When each Committee has elected its Chair, who as per Standing Orders 5.j.vii.will sit on the F&C Committee, any vacancies created by 5.2 a) above shall be filled at the Full Parish Council meeting on 1st September 2015.
Motion withdrawn.

- 46.4** Should members not agree to disband the existing committee structure, the Parish Council shall:
- a) Consider and agree that each Councillor shall be elected to two committees
Motion withdrawn.
- b) Cllr Lloyd **proposed, seconded** by Cllr Muggridge, that the Chair and Vice Chair shall be elected to sit upon all Committees as per Standing Order 5. j. vii. **Agreed.**
- c) Cllr Lloyd **proposed, seconded** by Cllr Picking that newly co-opted councillors fill the vacant committee places. The Committee make up to be as follows:
Highways & Lighting – Cllrs Bowell, Lloyd, Muncey, Willett, S Sullivan, G Sullivan and Northam.
Planning – Cllrs Bowell, Lloyd, Toomey, Muncey, Muggridge, Trundle and Hanson.
Steining Centre – Cllrs Bowell, Lloyd, Willett, Trundle, Northam, Syred and Picking.
Playing Fields – Cllr Bowell, Lloyd, Ness-Collins, Goldsmith, Syred, Hanson, Picking.
Finance & Community – Cllrs Bowell, Lloyd, S Sullivan, Ness-Collins, G Sullivan, Toomey and Goldsmith, with seats held open for Chairs of Committees if necessary, on the understanding that one member of F&C may have to relinquish their place on the Committee if Chairs of Committees cannot be accommodated. A Committee Chair, upon taking up their place on F&C, may have to relinquish their other Committee space, in order to limit their total Committee membership to two Committees. In that case, their place could be filled by another Councillor. **Agreed** (two abstentions, one against).
- 46.5** Cllr Lloyd **proposed, seconded** by Cllr Hanson, that Cllr Toomey be delegated to attend Chamber of Business meetings and report back to Parish Council.
Agreed (one abstention).

FULL/15/47. POLICE AND NEIGHBOURHOOD WARDEN REPORTS

Neighbourhood Warden, Paul Conroy, reported that some anti-social behaviour had occurred in the South Ash play area, a break-in at the opticians had taken place and damage to a water trough that may have been caused by bullets. A bogus caller had been reported in the Horsham District offering a grinding a services. Numerous shed break-ins had occurred, with guidance on how to protect property available on the HDC website. Damage to a car had occurred in the High St. car park. Wardens continued to work with Dingemans and AgeUK Horsham.

FULL/15/48. NEIGHBOURHOOD PLAN

48.1 Cllr Muggridge reported that the Steering Group met in June, following a meeting with the AirS planning consultant, rCOH, to identify a timeline. The draft Neighbourhood Plan is expected to be available in the autumn with a referendum in Spring 2016. The Stage One Report will be finalised. The Bramber Parish Housing Need Survey has been completed, with a need for 11 affordable homes identified. The 'Call for Sites' process has yielded 17 potential sites, including some brownfield. The Youth Survey has been designed by young people and is available online for completion. SWAB representatives had met with representatives of SDNPA regarding site assessment criteria that could be used to assess potential sites. The next steps will be to derive the housing numbers likely to be required for each parish and deliver the Stage One Report to Parish Councils. Councillors discussed recent announcements regarding the 'right to buy' housing association properties and noted that a Community Land Trust (CLT) may protect affordable housing and ensure that homes are affordable in perpetuity. A public presentation on CLT's may be organised. Councillors noted that it was essential to get a plan in place as soon as possible.

FULL/15/49. 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.

FULL/15/49.1 Finance & Community Committee – minutes of the meeting of 7th July 2015 were received.

49.1 a) Councillors received the SAYS agreed (unaudited) accounts for 14/15.

49.1 b) Councillors reviewed the scope of Internal Audit for 15/16.

Cllr Toomey **proposed, seconded** by Cllr Ness-Collins that the scope of audit be approved. **Agreed.**

49.1 c) Councillors considered a Steyning Parish Council Training Statement.

Cllr Muncey **proposed, seconded** by Cllr S Sullivan that the document be adopted. **Agreed.**

49.1 d) Councillors considered a Steyning Parish Council Grant Awarding Policy

Cllr Muggridge **proposed, seconded** by Cllr Hanson that the document be adopted. **Agreed.**

49.1 e) Councillors considered the draft Steyning Parish Council Business Plan, prior to the document being circulated to WSCC, HDC and SDNPA for consultation.

Following amendments and addition of appendices, Cllr Ness-Collins **proposed, seconded** by Cllr G Sullivan that the document be circulated. Consultees will be given a deadline prior to the Full Council meeting of 6th October. **Agreed.**

49.2 Highways & Lighting Committee – meeting 29th April, 23rd June 2015.

Cllr Muncey reported that she had attended a meeting with the manager of the Co-op regarding deliveries by lorry causing congestion. A broken post and rail fence at the junction of Church St / High St still requires resolution. The High Street urinal proposal continued to be discussed with HDC. The Goring Rd. footbridge lighting project continues to be progressed. The Mouse Lane drainage improvement project continues to be progressed. Police advised that a Community Speedwatch project could not be undertaken safely in Steyning.

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

49.3 Planning Committee – meetings of 16th June and 7th July 2015.

Cllr Muncey reported that a high volume of planning applications had led to discussion regarding the length of the meeting, currently half an hour. Advertising signage in the town has been noted and HDC Planning Enforcement is liaising with property owners. Planning Terms of Reference may be reviewed and clarified.

Cllr Muncey **proposed, seconded** by Cllr Muggridge that the minutes be accepted. **Agreed.**

FULL/15/50. RECORDINGS OF PARISH COUNCIL MEETINGS

50.1 Councillors considered the placing recordings of meetings on the SPC website (as recommended by F&C 02.06.15).

Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that recordings of meetings be placed on the Parish Council website. It will be made clear that the minutes are the official record of the meeting. **Agreed.**

FULL/15/51. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Lloyd (HDC) reported that he had joined the Scrutiny and Overview Committee, Licencing Committee, Development Control (North) and Social Inclusion Working Group. A motion to amend the proposal for housing in the north of Horsham had been discussed (moving 2,500 proposed houses to Southwater), which, if considered, would result in a further delay to the HDC Planning Framework adoption, due for approval in October 2015.

Cllr Willett (HDC) reported that they had met with HDC CEO, Tom Crowley, and noted that SPC look to HDC regarding planning issues. Cllr Willett has joined the HDC Personnel Committee. There is a presumption that planning permission for an application will be granted unless there is a material reason that it should not. Tom Crowley noted that in the past HDC Planning may have under-performed.

Cllr Barling (WSCC) reported that:

The 'Walks for All' project opening would take place on Saturday 25th July - organised by Mr Martin Leigh-Pollitt MBE.

A recent training / introduction session for new Councillors presented by SDNPA and WSCC will be repeated for all members, in the Autumn.

The Church Lane make-over had been brought about due to the 'Better Roads Programme' focussing on uplift of minor roads.

Operation Watershed has now closed, but further funds are available from the Chanctonbury Local Committee budget (CLC) (£520,000 available for capital funding projects). An upcoming Steyning project will be championed by Cllr Barling.

The CLC recently allocated £2,000 to the Steyning Chamber of Trade for Christmas lights, and £2,500 to the Steyning & District Community Partnership towards a new sign.

WSCC Recycling – pots, tubs and trays can now be recycled.

The 'Beautiful Outdoors' is an emerging economic project focussed on boosting tourism and visitors to areas such as Steyning. Funds are available for improved signage from the SDNP to the town.

The 'Stronger Communities' Department will be improved. Officers will be aligned with District Councils, appointments are yet to be made. A Parish Council Liaison Officer, Philip Edwards, will assist Parish Councils with key matters.

FULL/15/52. REPORTS FROM OUTSIDE BODIES

11.1 HALC - Cllr Toomey advised of a presentation by the NHS Clinical Commissioning Group. Sussex varies from national norm, with above average figures for car accidents and winter deaths. Doctors' practices struggle with recruitment. A presentation on Policing advised of cuts in the number of Police Officers. Date of next HALC meeting - 10th September. Date of HALC Conference - 31st October, Southwater.

FULL/15/53. ITEMS FOR PRESS RELEASE – none for this meeting.

FULL/15/54. INFORMATION – the Clerk reported that:

- 54.1** An Electoral Boundary Review of West Sussex County Council is currently under way, with further explanation by Cllr Barling with regard to balancing the future workload of WSCC members. Cllr Willett **proposed, seconded** by Cllr S Sullivan that no comment be made. **Agreed.**
- 54.2** SDNPA report May 2015 circulated to Councillors prior to the meeting.
- 54.3** Horsham District Police monthly crime figures by Parish for June 2015 (no crimes recorded for Steyning), circulated prior to the meeting.
- 54.4** Police Inspector Howard Hodges district report for June 2015, circulated prior to the meeting.
- 54.5** Fire Drill report - on 7th July all hall users were evacuated within 2 minutes. A sign will be placed on the side gates to remind drivers to keep the access clear.
- 54.6** WSCC 'Tell us once' service. Information will be placed on the website.

FULL/15/55. CORRESPONDENCE – none for this meeting.

FULL/15/56. MEETING DATES

56.1 Date of next Full Parish Council Meeting – Monday 10TH August 2015.

The meeting closed at 21.15pm

Signed: Date: 10th August 2015

Chairman

Action list Full Council 13.07.15

49.1 a) To receive SAYS agreed (unaudited) accounts for 14/15. **Clerk to chase refund.**

49.1 place Training Statement and Grant awarding policy on website.

49.1 e) Steyning Parish Council Business Plan, the document being circulated to WSCC, HDC and SDNPA for consultation. Following amendments and addition of appendices, Consultees will be given a deadline prior to the Full Council meeting of 6th October.

50.1 placing recordings of meetings on the SPC website

It will be made clear that the minutes are the official record of the meeting.

54.6 WSCC 'Tell us once' service. Information will be placed on the website.