

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thestyningcentre.co.uk

Telephone: 01903 812042

**TO: ALL COUNCILLORS - YOU ARE HEREBY SUMMONED TO
THE STEYNING FULL ANNUAL PARISH COUNCIL MEETING
TO BE HELD ON MONDAY 15th MAY 2017
AT 7.00 PM IN THE STEYNING CENTRE
MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING
Please note earlier start time of 7.00 pm**

Following the Local Audit and Accountability Act 2014, and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have a right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council, they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged into the main electrical power supply of the Steyning Centre must be PAT tested.

Please note that due to the length of the agenda there will be no public question time at the meeting.

AGENDA

1. **ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18** (by paper ballot)
 - 1.1 Nominated Councillors not known at time of printing.
2. **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18** (by paper ballot)
 - 2.1 Nominated Councillors not known at time of printing.
3. **APOLOGIES FOR ABSENCE** – to accept apologies for absence.
4. **DECLARATIONS OF INTEREST.**– disclosure by Councillors of personal interests in matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
5. **MINUTES**– to accept the minutes of the meeting held on 19th April 2017.
6. **MATTERS ARISING FROM THE MINUTES** – to confirm matters arising and report actions brought forward from previous meetings.
 - FULL/17/8.1 Acting Inspector Steve Chalcraft will attend the 13 June 2017 Parish Council meeting.
 - FULL/17/9.2 Website. There is a link to HDC website from the SPC website.
 - FULL/17/11.1 West Sussex Minerals Plan Consultation. Update Cllr Syred
 - FULL/17/14.1 Allotment Tenancy Agreement. See agenda item 20.3 below.
 - FULL 17/15.1 Revised Committee Structure. See agenda item 10 below.




Locum Parish Clerk: Linda Baker
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

- 7. NEIGHBOURHOOD WARDEN'S REPORT**
- 8. NEIGHBOURHOOD PLAN UPDATE** – to receive an update on progress from SWAB Steering Group.
- 9. REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**
 - 9.1 Finance & General Purposes (9)**
 - 9.2 Amenities (7)**
 - 9.3 Planning (7)** (plus an additional non-voting, Associate Councillor with archaeological expertise)
 - 9.4 Premises (7)**
 - 9.5 To agree that Committee Chairmen will be ex officio members of the Finance and General Purposes Committee.**
 - 9.6** Nominate substitute members for each committee
- 10. CONFIRM COMMITTEE TERMS OF REFERENCE**
 - 10.1 Finance & General Purposes Committee**
 - 10.2 Amenities Committee**
 - 10.3 Planning Committee**
 - 10.4 Premises Committee**
 - 10.6 Working Practices Working Group**
- 11. REVISED COMMITTEE STRUCTURE**
 - 11.1 To consider items 3.7 – 3.13 on committee meetings, deferred from the 19 April 2017 SPC meeting**
- 12. ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME** – to review and adopt these documents.
 - 12.1** Adoption of Standing Orders (following the NALC model) subject to agreement of proposed amendments.
 - 12.2** Adoption of Financial Regulations (following the NALC model)
 - 12.3** Adoption of the Code of Conduct
 - 12.4** Adoption of the Dispensation Scheme
- 13. REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES**
 - 13.1** Steyning Area Youth Service (SAYS) Trustees: Update Cllr Bowell
 - 13.2** Joint Parishes Youth Committee (JYPC)
 - 13.3** HALC / SALC / NALC (two reps)
 - 13.4** Local Action Team (LAT)
 - 13.5** Joint Parishes Cemetery Committee (JPCC)
 - 13.6** Isolation & Loneliness representative
 - 13.7** Representatives on Neighbourhood Plan Steering Group (SWAB)
 - 13.8** Tree Warden for Steyning Parish Council
 - 13.9** Community Representative (at the request of neighbouring Parish Councils) on Gatwick Airport Noise Management Board (GANMB).
- 14. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31.3.17 AND APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT**
 - 14.1** To note that the year-end financial statements and internal audit report have not yet been finalised, and that the external auditors have extended the deadline for submission of the Annual Return to 19 June 2017.

- 15. PARISH COUNCIL INSURANCE COVER.** To note that the Council's insurance policy expires on 31 July 2017, and that this is the end of a 3 year contract, and that the council's insurers will forward a renewal quotation in June 2017. To note that the Finance and General Purposes Committee will review the council's insurances and obtain alternative quotations so that recommendations can be put to full council in July 2017.
- 16. TO REVIEW PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**
- 16.1** Sussex Association of Local Councils (SALC) .
- 16.2** Horsham Association of Local Councils (HALC)
- 16.3** Society of Local Council Clerks (SLCC)
- 17. TO ADOPT THE COMPLAINTS PROCEDURE**
- 18. TO ADOPT THE PUBLICATION OF INFORMATION SCHEME**
- 19. TO REVIEW COUNCILLORS' ALLOWANCES**
- 20. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND WORKING PARTY GROUPS** – to receive Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.
- 20.1 Highways & Lighting Committee** – accept the minutes of the meeting held on 25 April 2017.
- 20.2 Playing Fields Committee** – accept the minutes of the meeting held on 2 May 2017. Meeting 28 March 2017, minute PF/16/132.1 refers, Steyning Parish Council Tenancy Allotment Agreement. Legal advice has been obtained on the introduction of a revised Tenancy Agreement. The council can introduce the agreement with the allotment holders' consent. This can be done by issuing the new agreement for the allotment holders to sign and return. If the agreement is not agreed by consent, then the council will need to give Notice to the allotment holders to introduce it. Notice can be given at any time now until 30 September 2017, giving a year's notice, and in that case the new tenancy would not come into effect until 1 October 2018.
- 20.3 Planning Committee** – accept the minutes of the meetings held on 24 April 2017
- 21. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND OUTSIDE BODIES**
- 21.1** Cllr Lloyd (HDC)
- 21.2** Cllr Willett (HDC)
- 21.3** Cllr Barling (WSCC)
- 21.4** Cllr Toomey (HALC)
- 22. ITEMS FOR PRESS RELEASE**
- 23. INFORMATION/CORRESPONDENCE ITEMS** – to report on any information items.
- 24. MEETING DATES FOR THE FORTHCOMING YEAR** – to note committee meeting dates for 2017/18.
- 25. APPOINTMENT OF CLERK: UPDATE**
- 26. DATE OF NEXT MEETING – 13 June 2017 at 7.30 pm.** (To note that the Locum Clerk is not available for this meeting, and a full time Clerk will not be in place for this meeting)
- 27. To resolve, under the public bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.3 (e) to exclude the press and public on the grounds that the confidential matters to be discussed under item 28 below would be prejudicial in the public interest.**

28. INSURANCE. To discuss councillor insurance cover as agreed at the 9 March 2016 Extra-Ordinary Meeting of the Parish Council, minute FULL/15/160.1 refers.



Linda Baker

Locum Clerk to the Council