

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
12th May 2014 AT 7.30 PM AT THE STEYNING CENTRE**

PRESENT: Cllr Howell - Chairman
Cllrs Lloyd, Rogers, Hopkinson, Alexander,
Muncey, Barling, Toms, Marshall, Ness-Collins, Toomey, & Staines
Also in attendance:
George Cockman - HDC
Michael Pearce – Warden
Paul Conroy – Warden
Tom Slaughter – PCSO
1 Press representative & 19 Members of the public.

1. To appoint a Chairman for the ensuing year.

The Clerk reported that we had received just one nomination for Chairman this year which is for Cllr Howell. It was **proposed** by Cllr Lloyd, **seconded** by Cllr Barling to appoint Cllr Howell as Chairman for the ensuing year. This was **Agreed** unanimously.

2. To appoint a Vice Chairman for the ensuing year.

Cllr Howell reported that we had received just one nomination for Vice Chairman this year which is Cllr Lloyd. It was **proposed** by Cllr Howell, **seconded by** Cllr Rogers to appoint Cllr Lloyd as Vice Chairman for the ensuing year. This was **Agreed** unanimously.

3. To sign acceptance of office for Chairman and Vice Chairman

Cllr Howell and Cllr Lloyd signed their acceptance of office.

4. APOLOGIES

There were apologies for absence from Councillor Trundle

5. DECLARATIONS

There were no declarations of interest from councillors for items on the Agenda. Cllr Rogers will abstain from any decisions on planning minutes.

6. MINUTES

It was **proposed** by Cllr Lloyd, **seconded** by Cllr Muncey that the minutes of the meeting held on 10th March be signed and agreed as a true record of that meeting. This was **Agreed**.

7. STANDING ORDERS, FINANCIAL REGULATIONS, INTERNAL AUDIT, CODE OF CONDUCT.

Council were asked to agree and confirm the following items:

- Acceptance of the Internal Auditors report. Cllr Howell said the report has been circulated to councillors and there were no items of concern. The internal auditor has said:
 "Overall the systems and procedures you have in place are entirely fit for purpose and I make no recommendation for change and I am pleased to confirm I have signed off the audit report for the council showing no errors. I would extend thanks to Sue and Hazel for the kind assistance and am pleased to see their high standard of work continues".
 It was **proposed** by Cllr Lloyd, **seconded** by Cllr Alexander to agree the Internal Auditors report. This was **Agreed**.
- Agreement to and confirmation of Standing Orders to include terms of reference of committees. It was **proposed** by Cllr Toms, **seconded** by Cllr Rogers to agree Standing Orders including terms of reference of committees. This was **Agreed**.
- Agreement to and confirmation of Financial Regulations. It was **proposed** by Cllr Toomey, **seconded** by Cllr Alexander to agree Financial Regulations. This was **Agreed**.
- Confirmation and adoption of the Code of Conduct under section 27 (2) of the Localism Act 2011 and the Dispensation Scheme. It was **proposed** by Cllr Marshall, **seconded** by Cllr Ness-Collins to adopt the Code of Conduct as above. This was **Agreed**.

8. COMMITTEE CONFIRMATION

Council were asked to agree and confirm the following:

- To confirm and agree committees and management groups, membership and number of members on the committees and management groups (as detailed in Standing Order 2 (j) (iv)). The Chairman, Vice Chairman and Clerk to be delegated to make any necessary amendment to committee membership and in particular to reflect any decision on co-option at this meeting. The committee membership will be attached to these minutes and published on the website. It was **proposed** by Cllr Alexander, **seconded** by Cllr Barling to agree committees as above. This was **Agreed**.
- To confirm and agree Representative on Outside Bodies. The list has been circulated to councillors and will be attached to these minutes and published on the website. It was noted that there is no representative from the council on the Primary School board of governors so this will be removed.
 It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toomey to confirm representative on outside bodies as above. This was **Agreed**.

9. CO-OPTION OF PARISH COUNCILLOR

Cllr Howell introduced Nick Muggridge who has applied to be co-opted onto the Parish Council. Nick Muggridge was invited to address the council.

" I moved to Steyning in 1979 so I am a permanent long term resident. My children both attended school here. Steyning is a special place. My wife and I take part in a lot of local societies. I believe it is important to contribute to the community. I am semi-retired. Now attended 6 council meetings and I am aware of the Chairman's plea for more councillors. I am aware how easy it is to criticise and how difficult to give up time for the community. We must accommodate needs of young people and would like to be part of this. I have worked in partnership with councils in the past, mainly doing youth work – purple bus and youth drop in. Zero experience at present of working on a parish council.

Councillors were invited to put any questions to Nick Muggridge.
A written vote was taken and Nick Muggridge was voted in as a Parish Councillor unanimously.
Nick Muggridge was invited to take a seat at the table and signed a Declaration of Acceptance of Office.

10. MATTERS ARISING AND ACTIONS from the last meeting

There were no actions from the last meeting.

11. INFORMATION ITEMS

11.1 The Chairman took this item next to allow a short report from the Steyning Festival Organiser and invited Christine Aubrey to address the meeting:

Christine Aubrey reported that the Festival starts in two weeks time for 15 days.

120 events planned.

Printed 10,000 programmes.

Tickets sales up to Saturday have sold 2,965 tickets to a value of £30,755.

Many tickets are also free. This money will get used in paying for events and to cover events and for next festival. Still some tickets left.

Community Fun Day and picnic on MPF on Bank holiday Monday, lots of activities, sports clubs involved.

There will be a Children's Parade, and a 1614 dance in costume.

Big names coming Ben McIntyre, Natalie Haynes, Julia Donaldson, Comedy story players from London, talk by European space agency talking about Rosetta, British Antarctic Survey, Tim Jarvis talking about recreating the journey by Shackleton.

All this is organised by a group of volunteers and they give literally thousands of hours of work. We have the issue about sustaining this for the future.

Hope it will continue, but will depend on volunteer help and financial help.

Cllr Howell conveyed thanks from Parish Council and on behalf of all the residents of Steyning, for the excellent work the Festival organisers are doing.

11.2 An email has been received from WSCC, Better Communities who are inviting residents, businesses and partner agencies across West Sussex to participate in a survey on crime and disorder. The survey is available on www.surveymonkey.com/s/SWSP2014

12. POLICE/NEIGHBOURHOOD WARDENS/LAT REPORTS

The Wardens gave their report for April which is attached to the F & C minutes.

- Is it the same group of youngsters as those in Beeding.

Yes mainly, small group of over 20 year olds and we are working with police.

PCSO Tom Slaughter gave his report – Attended the Probus AGM to give a presentation of Operation Signature, and to Penns Court residents.

I have handed out information on how to avoid becoming a victim of fraud and scams, contact Tom for further information.

I have set up a facebook page for Steyning Neighbourhood Policing team, will set 3 priorities from this website each month to try and improve the situation.

Next surgery Monday 19th May outside the Co-op between 10.30-.00.

- Police were quick to support Paul with problems at Beeding. Hope this will continue.

Yes, we take this issue seriously and will try and stop.

13. QUESTIONS FROM THE FLOOR

The chairman suspended the meeting to allow questions from members of the public.

- There were no questions from the floor.

The chairman re-convened the meeting.

14. COMMITTEE REPORTS

14.1 Playing Fields – 22nd April 2014.

Cllr Ness-Collins reported that committee had now drafted new Allotment regulations which will be circulated to all allotment holders for comment. It will then go back to committee for final agreement.

The Section 106 grant funding has been agreed for the fencing of the Play Area in MPF with a 10% contribution from the parish. These works will start as soon as possible.

Committee had agreed to the proposal for a Community Orchard as detailed in the minutes and the first clearing day will be on Saturday 31st May from 10.00 – 12.00.

Cllr Ness-Collins **proposed** agreement to and adoption of the minutes and accounts and expenditure for the period which were **seconded** by Cllr Staines and **Agreed**.

14.2 Planning 18th March, 8th April & 6th May 2014

Cllr Alexander reported 3 meetings, in particular she thanked Cllr Muncey for typing up conservation area document. The clerk to put some dates around for working group meeting on this.

Cllr Alexander **proposed** agreement to and adoption of the minutes which were **seconded** by Cllr Lloyd and **Agreed** with one abstention.

14.3 Highways & Lighting - 25th March 2014.

Cllr Alexander reported flooding has been main topic. Attended meeting in Mouse Lane with WSCC, residents and Wiston estates. A lot of rubble needed to be cleared and I was tasked with coming up with a plan to try and alleviate the flooding. This will then go to WSCC Highways to progress. The Dog Lane works are delayed due to work on 4 way culvert that is broken.

Councillors are taking on areas to patrol and report back on defects on highways, footways, blocked drains, lighting, overgrowth, litter and dropped kerbs.

There is a report from Peter West about Water Fair. Very good report. Need to find out what comes next. To put on website.

Cllr Alexander **proposed, seconded** by Cllr Ness-Collins agreement to and adoption of the minutes, accounts and expenditure for the period which were **Agreed**.

14.4 Finance & Community Committee – 8th April & 6th May 2014

Cllr Lloyd reported that the Council has now signed the new agreement with SGS for the SAYS use of the Cuthman Centre.

The committee has agreed to the appointment of a consultant to assist with our joint Neighbourhood Plan with Bramber. This appointment to be subject to grant funding and timing of the payments and to allocate up to £5,000 from Steyning as contribution to this costs as detailed in the minutes.

Cllr Rogers reported that an event/seminar to address Loneliness and Isolation which is planned for 9th September at the Steyning Centre. The event to be attended by Jan Leeming, CEO of Age UK, and invitees from organisations in Steyning.

Notification of a Village Green application for Cuthmans Field and this will go to planning committee for a response.

- Economic development plan, is this what the Neighbourhood Plan will be based on.

No, it will be part of it, when we do NP they can call on any information from these plans but it's not the same thing.

Cllr Lloyd **proposed, seconded** by Cllr Toms agreement to and adoption of the minutes, accounts and expenditure for the period. This was **Agreed**.

15. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Rogers – HDC:

Had a very long 6.5hr meeting at HDC and approved the next stage of 20 year strategy for homes and jobs and goes to next stage of process and for further consultation. Gives us some protection from developers who without this policy could put in application anywhere. Not just about how many houses we build per year but also includes policies to underpin style, where and sustainability.

Anyone who read County Times may be horrified by some allegations against cabinet about whipped votes and being told how to vote etc. There are group rules, but I wish to make clear I have never been told how to vote and will not be told how to vote. Sometimes cannot always represent all interests of residents of Steyning, but I will not be pushed by a newspaper.

Cllr Cockman – HDC: Nothing to add to Councillor Rogers report.

Cllr Barling – WSCC: Traffic Regulations priorities - now prioritising resident's requests. Two schemes, yellow lines into Penns Court, and to make Washington Village 30 m.p.h zone. The approved Waste Plan, is on website. Very keen to reduce waste to landfill, trying to get down to 5% or under and have ruled out any landfill at old Cement Works. SDNP is preparing a planning brief for this.

At the request for help from Steyning Downland Scheme got some chippings to put down for paths.

Bramber High St. scheme is for immediate delivery this summer.

Underpass under A283, this is a very dangerous crossing, now got all clear for legal work on this so physical construction can now go ahead. This underpass will take pedestrians, disabled, bicycles and horses.

Mouse Lane and plans, hoping plans can come in under Operation Watershed.

Residents still unhappy about the debris in Mouse Lane. HDC have sent sweepers but some residual left.

Water Fair, there is a ponding situation in Kings Barn Lane and will take this forward with Cali Sparks.

- Believe WSCC have a committee that deals with rights of way. We have some old fashioned styles and some older residents struggle to get over. A kissing gate would be better. Kings Barn Lane and other end of this land from Castle Lane are two.

Quite easy to rectify and we can be give these gates to landowner to install. Send a report to me to arrange.

- This underpass, once under the bridge do you go back to original path. How to prevent people from taking shortcut over the road.

We cannot stop this but we will sign it and hope people will use safer route.

- Cllr Toms asked to address the District Councillors:
He said this was his personal view of the situation for Skatepark in MPF and was not directed at any one person. Cllr Toms said the Parish Council had spent nearly 2 years trying to get a Skateboard Facility for the young people of Steyning. He felt the main culprit holding this up was HDC. The Parish Council had meetings with residents and a majority vote in a poll. Meanwhile the FoMPF are throwing red herrings of getting a skate-park at the Leisure Centre. The school have categorically said there will be no skate-park on this site and he had heard that a District Councillor was asked by the school headmaster, 'what part of no did he not understand'. The planning application is now put off till June. Soon it will be Christmas and everyone will be looking towards the elections.
Residents ask what is happening and he could not tell them.

Cllr Rogers said she was not sure she was able to answer this as a member of the Parish Council and therefore with a declared interest at HDC. She had not been involved with the application from HDC. George was asked if as an independent member he was able to comment further. Cllr Rogers said she believed the reasons for delay, as they have materialised, have been explained, all of which have been necessary due to number of outside external bodies as consultees. The Parish Council has had the process attacked at every stage by groups and individuals who are against it. The Parish Council also made a decision to delay the process for negotiation and for FoMPF to seek their own plans for a 3 month period. A Parish Council can go through complaints procedure at HDC and ask for answers.

Cllr Cockman responded that he felt the delays were indicative of the serious situation on the ground in Steyning, and that there is no intention on behalf of District to purposely delay this.

The School governors comments were quoted as 'what is it do you not understand about no'. The meeting was arranged by Chairman to check whether it would or would not be feasible for the Parish Council to take over the Leisure Centre site. FoMPF wanted this to be a Parish Council new application and Chairman wanted to be sure whether there was any hope of success. Cllr Cockman said he was invited as an observer but the governor assumed he was there trying another effort to get what he wanted.

The reason he was there was because of new circumstances as explained. He felt there had been complications about acoustic tests. There was going to be 15ft mound of earth and then nothing and it is still not clear. If he was asked now to speak on this issue he would be confused.

Cllr Howell said that he hoped he spoke for all councillors when he said that we too have been frustrated by process for whatever reasons, HDC, SPC or SDNPA. The next meeting is due for 17th June. The full plans we have submitted for the planning meeting are on HDC website and this is the correct place for them. If they were on our website this would be confusing. We will get a link put on our website. It is right that planning process should be dealt with by HDC. Hope HDC has all the plans and evidence they need now to make a proper decision.

16. ITEMS FOR PRESS RELEASE

No items for press release.

17. DATE OF NEXT MEETING - Monday 9th June 2014 at 7.30 pm.

The Chairman closed the meeting 8.40 p.m.

ACTIONS

12.5.14

14.2 To set up working group on new Conservation document

Clerk