

# Steyning Parish Council



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## DRAFT

### **Minutes of the Full Annual Parish Council Meeting held on 15 May 2017 at 7.00 pm in the Steyning Centre, Fletcher's Croft, Steyning.**

Present: Parish Councillors Steve Northam (Chair), Michelle Syred, Gary Sullivan, Michael Willett, Nick Muggridge, Rodney Goldsmith, Liz Trundle, Sarah Sullivan, Deborah Hanson.  
Present from agenda item 9 onwards, Phil Bowell, Martin Toomey, Liz Trundle, Tim Lloyd, Steve Pearcey  
Locum Parish Clerk: Linda Baker

Also present were 10 members of the public, and Neighbourhood Wardens Paul Conroy and Mike Pearce for item 7 on the agenda.

#### **FULL/17/ ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18**

**18.1** Cllr Muggridge proposed and Cllr Hanson seconded the election of Cllr Northam. **Agreed.**

#### **FULL/17/ ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18.**

**19.1** Cllr Northam proposed and Cllr Muggridge seconded the election of Cllr Bowell. **Agreed.**

#### **FULL/17/ APOLOGIES FOR ABSENCE.** Apologies for absence were received from

**20.1** Cllr Muncey, who was away, and Cllr Picking.

**FULL/17/ DECLARATIONS OF INTEREST.** Cllr S Sullivan declared an interest in agenda  
**21.1** item 20.2 as a member of the Steyning Community Orchard group, and living adjacent to the Memorial Playing Field. Cllrs Northam and Goldsmith declared an interest in agenda item 28.

#### **FULL/17/ MINUTES.**

**22.1** The minutes of the Parish Council meeting held on 19 April 2017 were accepted as a true and accurate record of the meeting.

#### **FULL/17/ MATTERS ARISING.**

**23.1** FULL/17/8.1 Acting Inspector Steve Chalcraft will attend the 13 June 2017 Parish Council meeting.

**23.2** FULL/17/9.2 Website. It was confirmed there is a link to the HDC website from the SPC website.

**23.3** FULL/17/11.1 West Sussex Minerals Plan Consultation. There was nothing further to report at this stage.



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- FULL/17/ 24.1 NEIGHBOURHOOD WARDENS' REPORT.** A copy of the report is on the council's website. On the flying of drones, it was difficult to know if a drone was filming, and any sitings in forbidden areas should be reported to the police. On the activities of fraudsters, warning literature was available from Trading Standards, and it was suggested that information could be put on the SPC website, and leaflets put into cafes and restaurants in the town.
- FULL/17/ 25.1 NEIGHBOURHOOD PLAN.** A report is attached at Attachment 1. It was noted that proposals would be put to the next meeting regarding whether SPC wished to continue with the process, how the Steering Group would be reconstituted, and how volunteers would be recruited from SPC and local residents.
- FULL/17/ 26.1 COMMITTEE MEMBERSHIP.** Following discussion, Cllr Northam proposed, and Cllr Willett seconded, the following committee membership for 2017/18, which was **agreed**.
- 26.2 AMENITIES COMMITTEE.** Cllrs Muncey, Lloyd, Bowell, S Sullivan, Willett, Goldsmith, Toomey.
- 26.3 PLANNING COMMITTEE.** Cllrs Hanson, Muggridge, Pearcey, Picking, Syred, Trundle, S Sullivan.
- 26.4 PREMISES COMMITTEE.** Cllrs Hanson, Muncey, Picking, G Sullivan, Trundle, Syred, Toomey
- 26.5 FINANCE & GENERAL PURPOSES.** Cllrs Bowell, Goldsmith, Lloyd, Muggridge, Northam, Percy, G Sullivan, Willett. It was **agreed** that the membership would be reviewed at the June 2017 Parish Council meeting, once the chairs of the other committees were known, to bring the membership up to 9, and ensure that all committee chairs when appointed were members.
- FULL/17/ 27.1 COMMITTEE TERMS OF REFERENCE.** Cllr Bowell proposed and Cllr Syred seconded that the committee terms of reference, as previously circulated, for the Finance & General Purposes, Amenities, Planning, and Premises Committees should be approved, and this was **agreed**.
- FULL/17/ 28.1 REVISED COMMITTEE STRUCTURE.** Council considered items outstanding from discussion of the revised committee structure at the 19 April 2017 Parish Council meeting, minute 15.1 refers.
- 28.2** It was **agreed** that the room layout for council meetings should remain as it was but that consideration would be given to using smaller tables, and more microphones to facilitate discussion at meetings.
- 28.3.** It was **agreed** that committee chairs and the Clerk would attempt to include some time guidance on agendas to ensure the timely consideration of business.
- 28.4** It was **agreed** that there would be an assumption that members had read all papers prior to a meeting, and that all papers would be circulated electronically at least three clear days prior to a meeting, but if late information was circulated, hard copies would also be made available for all members at the meeting.
- 28.5** It was **agreed** that round table discussion would be piloted at meetings. It was noted that proposals would be put to the June 2017 Parish Council meeting for SALC to provide some guidance and training on the conduct of meetings, compliance with Standing Orders etc.
- 28.6** It was noted that councillors were giving reasons for absence from meetings.
- 28.7** It was noted that an attendance register was circulated at meetings for signature.
- 28.8** It was noted that the way in which working parties, committees and full council interacted, and decisions were reached would be considered and clarified as part of the work done with SALC, see minute 28.5 above.

**FULL/17 ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME.**

29.1

Cllr Willett proposed and Cllr Hanson seconded the proposal that the Standing Orders, Financial Regulations, Code of Conduct and Dispensation Scheme, as previously circulated, be adopted with immediate effect, with the revision of paragraph 5 (j) (vii) of the Standing Orders to reflect the new committee structure. **Agreed.**

**FULL17/ APPOINTMENTS ON OUTSIDE BODIES.**

30.1

**Steyning Area Youth Service (SAYS) Trustees.** Cllr Howell confirmed that SAYS had been wound up. The minutes of the final meeting, and the financial report would be circulated to all councillors once these had been received.

30.2

**Joint Parishes Youth Committee (JPYC).** Cllr Northam proposed and Cllr Willett seconded Cllrs Syred and Muggridge as SPC representatives. **Agreed.**

30.3

**HALC/SALC/NALC.** Cllr Northam proposed and Cllr Lloyd seconded Cllr Toomey as SPC representative. **Agreed.**

30.4

**Local Action Team (LAT)** Cllr Northam proposed and Cllr Muggridge seconded Cllr Toomey as SPC representative. **Agreed.**

30.5

**Joint Parishes Cemetery Committee (JPCC)** Cllr Northam proposed and Cllr Lloyd seconded Cllrs Howell and Willett as SPC representatives. **Agreed.** Meetings were held on Mondays and as this would clash with council meetings a request would be sent to the JPCC clerk asking for the meeting dates to be changed.

30.6

**Isolation & Loneliness Representative.** Cllr Northam proposed and Cllr Willett seconded Cllrs Trundle and Toomey as SPC representatives. **Agreed.**

30.7

**Neighbourhood Plan Steering Group (SWAB).** SPC representatives would be considered at the June 2017 Parish Council meeting as part of the reappraisal of the process (see minute 25.1 above).

30.8

**Tree Warden.** Cllr Willett proposed and Cllr Northam seconded the proposal that Simon Zec act as Tree Warden. **Agreed,** provided Mr Zec agreed to continue in the role.

30.9

**Gatwick Airport Noise Management Board.** Representation would be deferred until another meeting was called.

**FULL/17 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31.3.17 AND APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT.**

31.1

The year end financial statements and internal audit report had not yet been finalised, but it was noted that the external auditors had extended the deadline for submission of the Annual Return to 19 June 2017, and that the Return would be submitted to the June 2017 Parish Council meeting for approval.

**FULL/17 PARISH COUNCIL INSURANCE COVER.**

32.1

It was noted that the council's current insurance policy expires on 31 July 2017, at the end of a three year contract. The council's insurers will forward a renewal quotation in June 2017. It was **agreed** that alternative quotations, based on the existing level of cover, should be obtained for consideration by the Finance and General Purposes Committee, so that recommendations could be put to full council in July 2017.

**FULL/17 PARISH COUNCIL SUBSCRIPTIONS.**

33.1

**Sussex Association of Local Councils.** Cllr Northam proposed and Cllr Hanson seconded that the council should continue membership for 2017/18 . **Agreed.**

33.2

**Horsham Association of Local Councils.** Cllr Northam proposed and Cllr S Sullivan seconded that the council should continue membership for 2017/18. **Agreed.**

**33.3 Society of Local Council Clerks (SLCC).** Cllr Willett proposed and Cllr Northam seconded that the council should fund membership of the SLCC for the Parish Clerk for 2017/18. **Agreed.**

**FULL/17 COMPLAINTS PROCEDURE.**

**34.1** Cllr Northam proposed and Cllr Lloyd seconded that the current Complaints Procedure should be adopted for 2017/18 un-amended. **Agreed.**

**FULL/17 PUBLICATION OF INFORMATION SCHEME.**

**35.1** Cllr Northam proposed and Cllr Hanson seconded that the current Publication of Information Scheme should be adopted for 2017/18 un-amended. **Agreed.**

**FULL17/ COUNCILLORS' ALLOWANCES.**

**36.1** It was noted that the council did not have a scheme for paying councillors' allowances. A budget of £750 had been agreed for out of pocket expenses such as mileage, and it was **agreed** that the Finance and General Purposes Committee would be asked to review the reimbursement of expenses.

**FULL17/ COMMITTEE MINUTES.**

**37.1 Highways and Lighting Committee Meeting 25 April 2017.** The minutes were received.

**37.2 Playing Fields Committee Meetings 28 March and 2 May 2017.** It was noted that the minutes of the meetings on 28 March and 2 May 2017 would be re-presented to council when corrections had been agreed in committee on the introduction of the new Allotment Tenancy Agreement.

**37.3 Planning Committee Meeting 24 April 2017.** The minutes were received.

**FULL17/ REPORTS FROM DISTRICT AND COUNTY COUNCILLOR AND OUTSIDE BODIES.**

**38.1 District Council Report.**

Cllr Lloyd reported that:

**38.2** HDC had approved the Community Infrastructure Levy (CIL) Charging Schedule, which replaced S106 funding. Existing S106 money had been ring fenced and would still be available for Parish Councils.

**38.3** The Thakeham Neighbourhood Plan had been formally "Made" by HDC.

**38.4** HDC had turned down a pre-planning application for a telecommunications mast at Steyning Football Club, but the company could submit a full planning application.

**38.5** Cllr Willett commented on difficulties with planning enforcement. A retrospective application had been received for the Chalk Pit, Newham Lane, but as there had been no objections, the application could not be called in. A planning application had been submitted in respect of Robins Wood, Horsham Road.

**38.6 County Council Report.** There was no report. It was noted that Cllr Barling had been re-elected in the May 2017 election to serve the Bramber Castle electoral division.

**FULL 17/ Horsham Association of Local Councils.**

**38.7** Cllr Toomey reported that;

**38.8** 11 of the 32 Parish Councils had been represented at the HALC meeting on 27 April 2017, and officers and representatives for the year had been elected.

**38.9** The Farnham Neighbourhood Plan had been challenged by developers, and Henfield were starting again after their Neighbourhood Plan was challenged by a developer. SSALC could support Parish Councils with Neighbourhood Plan issues as they had their own planning consultant.

**40.1** Parking charges were still an issue, HDC had been asked to provide a review of parking charges for the HALC annual meeting in November 2017.

**40.2** It had been announced that West Sussex Highways must cut their budget from £15 million to £7 million by 2020. WSCC may re-visit the project which would enable parish Councils to take on highways roles.

**FULL 17/ ITEMS FOR PRESS RELEASE.**

**41.1** None.

**FULL17/ INFORMATION/CORRESPONDENCE ITEMS.**

**42.1** None.

**FULL 17/ MEETING DATES FOR 2017/18.**

**43.1** The schedule of meeting dates for 2017/18 was noted. (Copy attached, Attachment 2)

**FULL/17 APPOINTMENT OF CLERK.** Following interviews for the post of Clerk and RFO in April 2017, the post had been offered to a candidate who had initially accepted, but subsequently declined the post. A job offer has now been made to an alternative candidate who has accepted and references are awaited before the post is confirmed.

**FULL/17 DATE OF NEXT MEETING.**

**45.1** 19 June 2017 at 7.30 pm.

**FULL/17 Resolved, 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 that the confidential matters to be discussed under agenda item 28 would be prejudicial in the public interest.**

Cllrs Northam and Goldsmith left the meeting for discussion of this item.

**FULL/17 INSURANCE.**

**47.1** Councillor insurance cover was considered.

The meeting closed at 9.35pm

**Chairman**.....

**Date**.....



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