

# Steypning Parish Council



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## MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 7TH JUNE 2016 AT 7.45PM IN THE STEYPNING CENTRE

Present : Cllrs Bowell, Lloyd, Muncey, Willett, Muggridge, G. Sullivan

Clerk : Carol Stephenson

Members of the Public : 1

### QUESTION FROM THE FLOOR :

Q. Mr Cree asked – "Have the minutes of the SAYS Charity (Reg. Charity No. 1152572 and the SAYS Management Committee been forwarded to all SPC councillors since November 2015. If not, why not "

A. Cllr Lloyd requested that the question be put in writing to the Clerk and that we will reply when received

Q. Mr Cree felt that the proposed work at Mouse Lane would not solve the ongoing flooding problems in this area

A. Cllr Lloyd reminded that this section of meeting is for questions only.

### DRAFT MINUTES

<b>F&amp;C/16/1</b>	<b>ELECTION OF CHAIRMAN</b>	<b>ACTION</b>
<b>1.1</b>	Cllr Bowell <b>proposed</b> Cllr Syred and Cllr Muggridge <b>Seconded. Agreed.</b> Recorded vote – Cllrs Lloyd, Bowell, Willett, Muggridge, Muncey in favour; Cllr G. Sullivan abstained	
<b>F&amp;C/16/2</b>	<b>ELECTION OF VICE CHAIRMAN</b>	
<b>2.1</b>	Cllr Willett <b>proposed</b> Cllr. Bowell and Cllr Muggridge <b>Seconded. Agreed.</b> Recorded vote – all in favour	
<b>F&amp;C/16/3</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>3.1</b>	Cllrs. Northam and Syred	
<b>F&amp;C/16/4</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>4.1</b>	Cllr Bowell SAYS Trustee. Cllr Muggridge SAYS Management Committee	



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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<b>F&amp;C/16/5</b>	<b>MINUTES OF PREVIOUS MEETING</b>	<b>ACTION</b>
5.1	Cllr Howell <b>proposed</b> and Cllr Muggridge <b>seconded</b> that these are a true record of the meeting held on 5 <sup>th</sup> April 2016. The meeting on 3 <sup>rd</sup> May 2016 was cancelled	
<b>F&amp;C/16/6</b>	<b>MATTERS ARISING AND ACTIONS</b>	
6.1	SAYS report – alternative sites for skate park – Cllr Muggridge reported this is going well in current location on Memorial Playing Field. Cllrs acknowledged its popularity.	
6.2	Software to be updated – Clerk confirmed this had been done	
<b>F&amp;C/16/7</b>	<b>NEIGHBOURHOOD WARDEN REPORT</b>	
7.1	A copy of the latest Warden’s report was circulated. Cllrs acknowledged the reporting of more serious offences of late. Difficult to understand what is Police work or Warden’s work. Discuss further at meeting of Full Council on 13 <sup>th</sup> June 2016	
<b>F&amp;C/16/8</b>	<b>ANY ITEMS FROM COMMITTEE MEETINGS</b>	
8.1	Cllr. Muncey gave an update on progress with Operation Watershed at Mouse Lane, Phases 1 and 2 and confirmed that there is no requirement for any additional funding from the Council. Phase 2 is subject to a bid submitted to WSCC. A letter received from a resident has been passed onto Wiston Estates. Cllr Muncey to reply to letter accordingly and advise of the discussion at this meeting. Site visit to be arranged to view area, in particular, cycle path which has become unusable.	
8.2	Cllr G. Sullivan asked if Cllr Goldsmith would now be joining this committee as there is a vacancy. Cllr Howell advised the filling of such vacancies requires nominations and voting and will be a matter for the next meeting of the Full Council on 13 <sup>th</sup> June 2016	
<b>F&amp;C 16/9</b>	<b>FINANCE MATTERS</b>	
9.1	Income and expenditure report received for April 2016. Further information is required on budget spend under various headings. Cllr Howell and Clerk to meet to investigate	<b>PB/Clerk</b>
9.2	Cllr Lloyd <b>proposed</b> and Cllr Willett <b>seconded</b> that the Quarry Group be allowed free use of the rooms in the Steyning Centre for their meetings, subject to the rooms not being required by other paying customers. Clerk to advise Deputy Clerk. <b>Agreed</b>	<b>Clerk</b>
9.3	Cllr Muncey <b>proposed</b> and Cllr Lloyd <b>seconded</b> that software training be arranged on site as a priority for Clerk, Cllr Syred and Howell. Consider splitting this budget into training and SALC subscriptions. Clerk to take forward. <b>Agreed</b>	<b>Clerk</b>
9.4	Councillors agreed to meet with Clerk and Deputy Clerk to discuss improvements to existing arrangements for the paying of invoices. In the meantime, responsibility for checking work commissioned by any of the Committees is to be checked by the Chair of that committee or councillor delegated by the Chair, before payment is made to the supplier.	<b>Cllrs/Clerk</b>  <b>All Chairs</b>

<b>F&amp;C/16/10</b>	<b>MOUSE LANE</b>	<b>ACTION</b>
10.1	See item 8 above	
10.2	See item 8 above	
<b>F&amp;C/16/11</b>	<b>APPLICATION FOR GRANT FUNDING</b>	
11.1	Application by Horsham District Age Concern - applications for grant funding are dealt with four times a year. Clerk to add this to next list for consideration	<b>Clerk</b>
11.2	Application by Steyning Town Football Club - applications for grant funding are dealt with four times a year. Clerk to add this to next list for consideration	<b>Clerk</b>
<b>F&amp;C/16/12</b>	<b>FUTURE OF SAYS</b>	
12.1	Cllr Bowell advised that two councillors are needed to work with him to represent the Council at a forthcoming meeting in July to discuss future funding arrangements for SAYS. Councillors agreed to discuss at the Full Council meeting on 13 <sup>th</sup> June 2016 and to seek delegated authority for the working group to identify options, costs and consequences and to present a case to Full Council on a way forward or bullet points to focus any discussion. Cllr Lloyd to speak to Horsham Matters to see if they are able to provide any assistance	<b>PB</b>  <b>TL</b>
<b>F&amp;C/16/13</b>	<b>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</b>	
13.1	Joint Parishes Burial Board – looking at purchase of land to expand cemetery. JPBB cannot purchase the land, it must be a Parish Council on behalf of the others (Steyning, Bramber, Upper Beeding). Cllr Bowell advised that JPBB has sufficient funds to be able to do this, but would leave very little in reserve. Funding is required for necessary related works e.g. fencing, preparation of the land, legalities etc. Cllrs suggested JPBB identify all known related costs including the purchase of the land, with a view to applying for a grant from Wiston Estates to help towards the ancillary costs. <b>Clerk</b> to remind that Cllr Willett has replaced Cllr G. Sullivan on the Board	<b>PB</b>  <b>Clerk</b>
13.2	To be discussed at Full Council	
13.3	To be discussed at Full Council	
<b>F&amp;C/16/14</b>	<b>STEYNING PARISH COUNCIL LOTTERY PROPOSAL</b>	
14.1	This has been passed to Paul Maidment to put a team together to take forward. Cllr. Picking will be part of the team. The Community Partnership has also been contacted in this regard. It is not anticipated that the Council will be involved at this stage	
<b>F&amp;C/16/15</b>	<b>INFORMATION ITEMS AND CORRESPONDENCE</b>	
15.1	Steyning Post Office – modernisation works - noted	
15.2	Closure of Steyning branch of HSBC – this branch is used by the council and this proposal will affect how the council currently does its banking. An ATM is planned to be installed at the Co-op to allow some 24/7 banking. Clerk to ask Deputy to add item to Planning Committee agenda. Cllr David Barling and the Cllr Northam are dealing with this matter. To discuss at Full Council meeting on 13 <sup>th</sup> June 2016	<b>Clerk</b> <b>Cllr</b> <b>Barling/</b> <b>Chairman</b>

<b>F&amp;C/16/16</b> <b>16.1</b>	<b>COMMUNITY INFRASTRUCTURE LEVY</b> None	<b>ACTION</b>
<b>F&amp;C/16/17</b> <b>17.1</b>	<b>DATE OF NEXT MEETING</b> Tuesday 5 <sup>th</sup> July 2016 at 7.45pm	

Cllr Howell **proposed** and Cllr Muncey **seconded** that this part of the meeting now be closed and that the remaining item be dealt with as a confidential item under Standing Order 1(d) with no members of the public present. **Agreed**

<b>F&amp;C/16/18</b> <b>18.1</b>	<b>CONFIDENTIAL ITEM – STAFF MATTERS</b> Staff remuneration – Cllrs acknowledged receipt of the NALC two year pay settlement for 2016/17 and 2017/18. Cllr Willett <b>proposed</b> and Cllr Lloyd <b>seconded</b> that the increases be awarded and that Cllr Muncey will calculate the cost to the Council for both years. Total cost to the Council to be advised to Full Council. <b>Agreed</b>	<b>GM</b> <b>GM/Clerk</b>
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The meeting closed at 9.58pm

Signed: ..... Date: 5<sup>th</sup> July 2016  
Chairman



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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