



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk

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07716 130103

PO Box 1009, Cowfold, Horsham, RH12 9RX

To all Councillors - You are hereby summoned to the **ONLINE PARISH COUNCIL MEETING** on **MONDAY 1st of MARCH 2021** commencing at **7.30pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to remain and observe the rest of the meeting.

To join the meeting:

Join Zoom Meeting from your laptop, tablet or smartphone using Meeting ID: 399 976 6187

New to Zoom?

Use this link to install the app <https://www.zoom.us/>

Members of the public or press should send an email to the Clerk, in advance of the meeting, to request an access password.

Signed: Lucinda Edwards

Lucinda Edwards (Clerk) – 24th of February 2021

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| 1 | PUBLIC SPEAKING | 19.30-
19.45 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
To receive and agree any apologies for absence and document the reasons for such. | |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct for members. | |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 19.45-
19.50 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
To approve the minutes from the Parish Council meetings held on 23 rd November 2020, Monday 1 st February 2021 and Tuesday 23 rd February 2021. | 19.50-
19.55 |
| 6 | COMMITTEE MINUTES
To receive and adopt the minutes from :
6.1 The Recreation Committee meetings held on the 28 th September, 19 th October and | 19.55-
20.00 |

14th December 2020.

6.2 The Allotments Sub-committee meetings held on 20th November 2020, 9th December 2020 and 13th January 2021.

6.3 The Finance and Establishment Meeting held on 16th November 2020.

- 7 CLERKS UPDATE** **20.00-20.05**
To receive an update on actions and activities since the last Parish Council meeting.
- 8 COUNTY AND DISTRICT COUNCILLORS REPORTS** **20.05-20.10**
To receive an update from County and District Councillors.
- 9 WICKHURST GREEN PARCELS OF LAND and PARISH OFFICE** **20.10-20.25**
9.1 To receive an update from Adrian Smith, Major Applications Team Leader HDC, on the adoption of the parcels of land and agree any next steps.
9.2 To receive and consider a communication to Countryside Properties PLC in relation to the delays to the completion of works on the parcels of land for adoption.
9.3 To consider an appropriate communication to residents to update on matters relating to the WHG parcels adoption.
9.4 To receive an update on the Parish Office acquisition and agree any required actions.
- 10 HIGHWAYS AND FOOTPATHS** **20.25-20.35**
10.1 To receive an update following a meeting with District and County officers/Councillors on the bus gate TRO and the C662 downgrade works.
10.2 To consider the purchase of wheelie bin stickers for distribution to households.
10.3 To consider a quote to replace the handrail and cut back overgrowth on the A281 side of the gate at the Southern access to Charrington Way recreation ground.
- 11 PLANNING** **20.35-20.45**
11.1 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL DURING DECEMBER

Application	Address	Details
DC/20/2332	24 Heydon Way	Loft conversion into habitable living space. Installation of 2 No. dormer windows to the rear elevation and 2 No. rooflight windows to the front elevation.

11.2 HDC Local Plan – To receive an update

- 12 FINANCE AND ESTABLISHMENT** **20.45-20.55**

12.1 PAYMENTS FOR MARCH 2020

To ratify the payment lists authorised remotely.

12.2 To receive and adopt the amended FINANCIAL REGULATIONS as reviewed and recommended by the Finance and Establishment Committee.

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| 13 | CORONAVIRUS ACT AND REMOTE MEETINGS | 20.55-
21.05 |
| | 13.1 To receive an update on the implications of the Coronavirus Act on the conduct of meetings and consider any appropriate amendments to frequency of meetings. | |
| | 13.2 To receive a recommendation to move the Broadbridge Heath Parish Council Annual Meeting to Tuesday 4th May 2021 in order to comply with the Coronavirus Act and hold the meeting by online platform. | |
| | 13.3 To review the Scheme of Delegation | |
| 14 | CRICKET CLUB | 21.05-
21.15 |
| | 14.1 To receive an update from the Cricket Club and consider funding for additional security measures. | |
| | 14.2 To review the Cricket Club lease with a view to renewing in April 2021. | |
| 15 | COMMUNITY ENGAGEMENT | 21.15-
21.20 |
| | 15.1 To receive an update on the BBHPC Community Forum Initiative following the meeting held on Tuesday 23 rd February | |
| | 15.2 To receive a communication from HDC in relation to small business Covid grants and agree any appropriate actions. | |
| 16 | GRANT APPLICATION | 21.20-
21.25 |
| | To consider and approve if appropriate a grant application received from Shelley Primary School. | |
| 17 | WSALC AGM | 21.25-
21.30 |
| | To receive an update and agree any appropriate actions. | |
| 18 | SOCIAL MEDIA | 21.30-
21.35 |
| | To agree Social Media Messages from the meeting. | |
| 19 | RECRUITMENT AND STAFFING** | 21.35-
21.40 |
| | MATTERS RELATING TO PERSONNEL | |
| | 19.1 To discuss, comment upon and agree if appropriate, proposed training events for officers and councillors and any staff/pension related matters. | |
| 20 | DATES OF NEXT MEETINGS: | |
| | Allotments Sub-Committee – Wednesday 17 th March | |
| | Personnel Committee Meeting – Monday 22 nd March | |
| | Parish Council Meeting – Monday 12 th April | |
| | Recreation Committee Meeting – Tuesday 20 th April | |
| | Finance and Establishment Meeting –Monday 26 th April | |

** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press may be required to leave the meeting during the consideration of these items.