



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



clerk@broadbridgeheath-pc.gov.uk



07716 130103

To all Councillors - **You are hereby summoned to the ONLINE PARISH COUNCIL MEETING** to be held on **TUESDAY 4th of May 2019** commencing at **7.30 pm**. 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 stay and observe the rest of the meeting.

To join the Zoom Meeting:

<https://us02web.zoom.us/j/3999766187?pwd=RmZoaERDZ0w3TnN3Q1R1c0ZtSDhUZz09>

Meeting ID: 399 976 6187

Passcode: 435513

Signed: *L Edwards*

L Edwards (Clerk) – 23rd April 2021

Members of press and public welcome

- 1 ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 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 from members.
- 4 PUBLIC SPEAKING**
- 5 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY**
To receive announcements from the Chairman of the Council.
- 6 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**
To approve the minutes from the Parish Council meeting held on Monday 1st March 2021.
- 7 COMMITTEE MINUTES**
To receive and adopt the minutes from :
7.1 the Personnel Committee meeting held on 18th January 2021
7.2 the Allotments Sub-Committee meeting held on 10th February 2021
7.2 the Finance and Establishment Committee Meeting held on 8th February 2021

8 EXISTING COMMITTEES

Review of existing Committees to be followed by the nomination and appointment of a Chairman to the same, to also consider Councillor Training.

- 8.1 Recreation and Environment Committee – 6 members
- 8.2 Finance and Establishment Committee – 6 members
- 8.3 Personnel Committee – 6 members
- 8.4 Planning Committee – 6 members
- 8.5 Allotments Sub Committee

8.6 Terms of Reference for these Committees (it is recommended that these matters are agreed at the first meeting of these committees)

9 WORKING PARTIES

Review of current working party representation and approval to establish new working parties

- 9.1 Village Centre Working Party – 3 members;
- 9.2 Parish Office Working Party;
- 9.3 Others as agreed

10 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Election of council representatives on outside bodies and arrangements for reporting back

- 10.1 Horsham Association of Local Councils (HALC) and County Local Committee (CLC);
- 10.2 Representative on Broadbridge Heath Tennis Club & Cricket Club;
- 10.3 Village Centre Management Committee (Observer);
- 10.4 Community Youth Work Representative (Review Meetings);
- 10.5 Age UK Village Agent Representative (Review Meetings);
- 10.6 Others as agreed

11 COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors.

12 WICKHURST GREEN PARCELS OF LAND

12.1 To receive an update from Adrian Smith, HDC on the progress of the transfers and agree any next steps.

12.2 To consider and agree if appropriate the adoption of the attenuation basin sites on the development, subject to the commissioned survey report.

13 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH/APRIL

Consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/21/0329	11 Smith Road	Loft conversion with two pitched roof dormers to front elevation.
DC/21/0427	7 Billingshurst Road.	Loft conversion to form habitable living space, incorporating the creation of front and rear dormers, installation of front rooflight and first floor side window

DC/21/0329	11 Smith Road	Loft conversion with two pitched roof dormers to front elevation.
DC/21/0571	8 Kingsmead Road	Erection of a pitched roof front porch extension
DC/21/0472	Highwood Hill Sports Ground, Wickhurst Lane	Surgery to 1 Oak
DC/21/0608	Lifestyle Ford, Old Guildford Road	surgery to 1 x Ash
DC/21/0659	33 Corsletts Avenue	Demolition of existing porch and erection of a two storey front extension
DC/21/0549	Old Stable Oak Wickhurst Lane	Erection of a first floor extension with hipped roof to create two-storey dwelling.

14 FINANCE AND ESTABLISHMENT

To consider and if appropriate approve the following:

14.1 PAYMENTS FOR APRIL / MAY 2021

To ratify the April and May payments lists authorised remotely.

14.2 YEAR END ACCOUNTS

To receive an update from the Clerk on the year end accounts, including the bank reconciliations at the 31st of March.

15 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19

15.1 To approve the annual governance statement

15.2 To approve the accounting statements

15.3 To approve the period of electors rights

16 ANNUAL PARISH MEETING

To consider the recommendation to postpone the Annual Meeting of the Parish until later in the year.

17 PARISH OFFICE

17.1 To receive an update on the legal situation with the transfer and agree appropriate actions.

19 HIGHWAYS AND FOOTPATHS

19.1 To receive an update on the bus gate, TRO and the C662 downgrade works.

19.2 To receive an update from the Clerk in relation to potential projects to target speeding in the village and agree any next steps.

19.3 To receive an update on the proposed access at the Village Centre and agree any next steps.

20 CRICKET CLUB

20.1 To receive an update on the Cricket Club.

20.2 To approve, if appropriate, the renewal of the Cricket Club lease.

21 4 THE YOUTH

To receive an update on youth service provision for 2021/22 and to agree continuation of service plans, including approval if appropriate of contract and spend.

23 WSALC/HALC ACTIVITIES

23.1 To receive an update and agree any appropriate actions.

24 GRANT APPLICATIONS

To consider and approve if appropriate grant applications received from

18.1 Shelley Primary School.

18.2 1st Broadbridge Heath Scouts

18.3 Kent, Surrey and Sussex Air Ambulance

18.4 BBH FC Juniors

25 COUNCILLOR VACANCY

25.1 To receive an update from the Clerk.

25.2 To review and adopt the Co-Option policy

26 SOCIAL MEDIA

26.1 To consider, and approve if appropriate a Social Media Mission Statement

26.2 To consider a recommendation by the Assistant Clerk to subscribe to 'Council Connect'

26.3 To agree Social Media Messages from the meeting.

27 CORONAVIRUS ACT AND REMOTE MEETINGS

27.1 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.

28 RATIFICATION OF DELEGATED DECISIONS

To ratify decisions made using delegation process.

29 RECRUITMENT AND STAFFING**

To receive updates, discuss and if relevant make decisions regarding the following:

29.1 MATTERS RELATING TO PERSONNEL

To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.

30 DATE OF NEXT MEETING:

Recreation Committee Meeting - 14th June 2021

Personnel Committee Meeting – 28th June 2021

Finance and Establishment Meeting – 12th July 2021

Annual Parish Meeting TBC

Allotments Sub-Committee Meeting TBC

** 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 will be required to leave the meeting during the consideration of these items