



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)



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To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **St John's Community Hall** on **MONDAY 4<sup>th</sup> of OCTOBER 2021** 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.

Signed: *Lucinda Edwards*

Lucinda Edwards (Clerk) – 29<sup>th</sup> September 2021

<b>1</b>	<b>PUBLIC SPEAKING</b>	<b>19.30- 19.45</b>
<b>2</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> To receive and agree any apologies for absence and document the reasons for such.	<b>19.45- 19.45</b>
<b>3</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b> 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.	<b>19.45 19.50</b>
<b>4</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b> To receive announcements from the Chairman of the Council.	<b>19.50- 19.55</b>
<b>5</b>	<b>MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b> To approve the minutes from the Parish Council meeting held on Monday 13 <sup>th</sup> September 2021.	<b>19.55- 20.00</b>
<b>6</b>	<b>COMMITTEE MINUTES</b> None	
<b>7</b>	<b>COUNTY AND DISTRICT COUNCILLORS REPORTS</b> To receive an update from County and District Councillors.	<b>20.00- 20.10</b>
<b>8</b>	<b>CLERK UPDATE</b> To receive an update from the Clerk on projects, consultations and Parish Council activity.	<b>20.10- 20.15</b>
<b>9</b>	<b>HIGHWAYS AND FOOTPATHS</b> To receive an update from the Clerk on actions and progress from previous meeting.	<b>20.15- 20.20</b>

**10 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2021 20.20-20.25**

To receive an update on submitted responses/consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/21/2052	59 Billingshurst Road	Single storey rear extension
DC/21/2467	9 Hares Hill Close	Notification of appeal
DC/21/1814	Unit 2 Broadbridge Heath Retail Park	Erection of a rear extension of existing retail unit and associated works
DC/21/1885	Parcel at 514803 130705 Carter Drive	Surgery to 2 x Oaks Land
DC/21/1925	98 Billingshurst Road	Surgery to x1 Horse Chestnut
DC/21/1235 EN/20/0304	Field Place Estate	Alterations to access track and access onto Old Guildford Road (west); creation of hardstandings; excavation of lake; formation of banked means of livestock containment to south and eastern boundaries; and importation and deposit of soil and chalk

**11 FINANCE AND ESTABLISHMENT 20.25-20.35**

To consider and if appropriate approve the following:

11.1 Ratification of Payments list for October 2021

11.2 FINANCE UPDATE

To receive an update from the Clerk.

11.3 2021-22 VAT RETURN

To agree the 2021/22 Q1 and Q2 VAT Return for submission to HMRC.

11.4 To agree the 2020/21 audit notice of conclusion.

**12 PARISH COUNCIL INSURANCE 20.35-20.40**

To receive insurance renewal quotes.

**13 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE 20.40-20.45**

13.1 To approve Planning Committee Membership.

13.2 To agree to defer to the committees to review individual Terms of Reference to bring to council for approval.

**14 WICKHURST GREEN AND SOLOMONS SEAL 20.45-20.50**

14.1 To consider approval of the adoption of parcel SL4B

To receive an update and agree any appropriate action in relation to:

14.2 the adoption of the Wickhurst Green Parcels of Land

14.3 the adoption of the Parish Office

14.4 the adoption of the Weston Avenue allotments.

<b>15</b>	<b>IT STRATEGY</b> To consider recommendations regarding IT support and setup.	<b>20.50- 20.55</b>
<b>16</b>	<b>FOOTBALL CLUB LICENSE AGREEMENT</b> To consider legal advice obtained and agree next steps.	<b>20.55- 21.00</b>
<b>17</b>	<b>CONSULTATIONS, MEETINGS AND ACTIVITIES</b> 17.1 To receive an update on the recently attended Local Plan forum. 17.2 To ratify decisions reached via consultation using the delegation scheme	<b>21.00 21.05</b>
<b>18</b>	<b>POLICY REVIEW</b> To review and adopt: 18.1 Training and development policy 18.2 Social Media policy 18.3 Equality Policy	<b>21.05- 21.10</b>
<b>18</b>	<b>SOCIAL MEDIA</b> To agree Social Media Messages from the meeting.	<b>21.10- 21.15</b>
<b>19</b>	<b>RECRUITMENT AND STAFFING**</b> To receive updates, discuss and if relevant make decisions regarding the following:  19.1 MATTERS RELATING TO PERSONNEL To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.	<b>21.15- 21.20</b>
<b>20</b>	<b>DATES/TIMES OF NEXT MEETINGS:</b>  20.1 To consider and agree starting time of meetings following an amendment due to the ability to hold meetings remotely.  20.2 Meeting Dates: Personnel Committee – 11 <sup>th</sup> October Finance and Establishment Committee – 18 <sup>th</sup> of October Parish Council Meeting – 4 <sup>th</sup> of October Recreation Committee – 20 <sup>th</sup> of September	

\*\* 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.