



Broadbridge Heath Parish Council

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 8th of NOVEMBER 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) – 2ND November 2021

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| 1 | PUBLIC SPEAKING | 19.30-
19.45 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
Recommendation: To receive and agree any apologies for absence and document the reasons for such. | 19.45-
19.45 |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
Recommendation: 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. | 19.45
19.50 |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 19.50-
19.55 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
Recommendation: To approve the minutes from the Parish Council meeting held on Monday 4 th October 2021. | 19.55-
20.00 |
| 6 | COMMITTEE MINUTES
Recommendation: To approve and adopt the minutes of the Personnel Committee meeting held on Monday 22 nd March 2021. | |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 20.00-
20.10 |
| 8 | CLERK UPDATE
To receive an update from the Clerk on projects, consultations and Parish Council activity. | 20.10-
20.15 |
| 9 | POLICING MATTERS
Recommendation: To receive an update on policing matters in the village and to agree any appropriate actions. | 20.15-
20.25 |
| 10 | HIGHWAYS AND FOOTPATHS
10.1 COMMUNITY SPEEDWATCH
• To receive an update on activities
10.2 TRAFFIC CALMING | 20.25-
20.35 |

- To receive residents' correspondence relating to highways issues
- To receive an update and from County Highways
- To review previous considerations and consider any appropriate action by the Parish Council
- To approve, if appropriate, to set up a Working party for highways matters, eg. Traffic calming, Speedwatch

11 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN OCTOBER 2021 20.35-20.40

Recommendation: 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/21/1921	Mill Cottage Old Wickhurst Lane	Conversion of loft with increased eaves and ridge height, erection of a two storey side extension and single storey glazed canopy to rear, with associated alterations
DC/21/2249	14 Brown Close	Conversion of garage into habitable living space and installation of bi-fold doors
DC/21/2093	13 Harding Lane	Conversion of existing garage to create home office and storage room
DC/21/2281	Shelley Arms, 16 Old Guildford Road	Erection of four dwellings with associated parking, amenity space and landscaping and a new parking layout for the public house

12 FINANCE AND ESTABLISHMENT 20.40-20.50

Recommendations: To consider and if appropriate approve the following:

12.1 Ratification of Payments list for November 2021

12.2 FINANCE UPDATE

- To receive an update from the Clerk
- To approve and sign the bank reconciliation

12.3 2021-22 VAT RETURN

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

12.4 To approve the Internal Auditor engagement letter

13 POLICIES 20.50-20.55

Recommendations:

13.1 To review and adopt the Operation Bridges Policy

13.2 To review and adopt the Publication Scheme

14 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE 20.55-21.00

Recommendations:

14.1 To approve the Personnel Committee Terms of Reference.

- 14.2 To review the Planning Committee Membership.
14.3 To review membership of the Editorial Group
- 15 WICKHURST GREEN AND SOLOMONS SEAL 21.00-21.05**
Recommendations: To receive an update and agree any appropriate action in relation to:
15.1 the adoption of the Wickhurst Green Parcels of Land
15.2 the adoption of the Parish Office
15.3 the adoption of the Weston Avenue allotments
- 16 CONSULTATIONS, MEETINGS AND ACTIVITIES 21.05-21.10**
Recommendations:
16.1 To receive an update on Arriva bus service
16.2 To receive an update from the WSALC AGM
16.3 To ratify decisions reached via consultation using the delegation scheme
- 17 SOCIAL MEDIA 21.15-21.20**
Recommendation: To agree Social Media Messages from the meeting.
- 18 EXCLUSION OF PRESS AND PUBLIC**
Recommendation: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.
- 19 RECRUITMENT AND STAFFING** 21.20-21.30**
Recommendation: To receive updates, discuss and if relevant make decisions regarding the following:
19.1 To consider and agree if appropriate, recommendations from the Personnel Committee.
19.2 To discuss, comment upon and agree if appropriate, proposed training events for officers and councillors and any staff/pension related matters.
- 20 DATES/TIMES OF MEETINGS:**
20.1 Recommendation: To approve Meeting Dates for 2022
20.2 Next meeting dates:
Finance and Establishment Committee – 15th of November
Parish Council Meeting – 6th of December
Recreation Committee – 13th of December
Personnel Committee – 17th of January 2022

** 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.