



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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PO Box 1009, Horsham, RH12 9RX

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 7th of MARCH 2022** 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 March 2022

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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
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. | 19.45-19.45 |
| 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
Recommendation: To approve the minutes from the Parish Council meeting held on Monday 7 th February 2022. | 19.50-19.55 |
| 6 | COMMITTEE MINUTES
None. | |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 19.55-20.05 |
| 8 | CLERK UPDATE AND CORRESPONDENCE
To receive an update from the Clerk on actions, correspondence, projects and Parish Council activity. | 20.05-20.10 |
| 9 | PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN FEBRUARY 2022 | 20.10-20.20 |

9.1 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/22/0103	7 Corsletts Avenue	Erection of a single storey front extension.

DC/22/0125	44 Heydon Way	Erection of a single storey rear extension.
DC/22/0153	12 Stanford Way	Alterations and enlargement of existing front porch and erection of first floor extension above.
DC/22/0214	28 Weston Avenue	Conversion of part of detached garage to form an office.
DC/21/1507	Broadbridge Heath Retail (Notification of Planning Appeal)	Display of 1x internally illuminated totem sign and 2x internally illuminated digital signs.

9.2 **Land at Lower Broadbridge Farm** – to receive an update and to note the correspondence issued to Stallard.

10 FINANCE AND ESTABLISHMENT **20.20-20.35**

To consider and if appropriate approve the following:

10.1 Ratification of Payments lists for March 2022

10.2 Finance Update

To receive an update from the Clerk.

10.3 Bank Reconciliation

To receive and sign the bank reconciliations.

10.4 Internal Audit

To approve the internal audit arrangements for 2021/22.

10.5 Cleaning Contractor

To receive a recommendation to appoint a cleaning contractor for the Parish Office building.

10.6 Window Cleaning Contractor

Recommendation: to appoint a window cleaning contractor for the external windows at the Parish Office.

10.7 Council's preferred Maintenance Contractor

Recommendation: To appoint a preferred contractor for general maintenance and ad hoc tasks on the basis of a 6 month appointment, for review thereafter.

10.8 Authorisation of additional hours worked during February

10.9 NALC Salary Scales 2021/22.

To receive an update on the NALC salary scales for 2021/22 and to agree to adopt the new scales as appropriate.

11 RATIFICATION OF DELEGATED DECISIONS **20.35-20.40**
 Recommendation: To ratify decisions reached using the council's scheme of delegation.

12 WICKHURST GREEN AND SOLOMONS SEAL **20.40-**

	Recommendation: To receive an update and agree any appropriate action in relation to: 12.1 the adoption of the Wickhurst Green Parcels of Land 12.2 the adoption of the Weston Avenue allotments.	20.45
13	4 THE YOUTH SERVICES Recommendation: To receive the written update on the service provision.	20.45- 20.50
14	PARISH OFFICE Recommendations: 14.1 To receive an update on progress with the facilities setup at the office. 14.2 To receive an update on the submitted initial Section 106 application to HDC.	20.50- 20.55
15	ANNUAL PARISH MEETING To initially consider the format and ideas for the Annual Parish Meeting being held on Monday 23 rd May 2022.	20.55- 21.05
16	SOCIAL MEDIA Recommendation: To agree Social Media Messages from the meeting.	21.05- 21.10
17	RECRUITMENT AND STAFFING** Recommendation: To receive an update from the Chair of the Personnel Committee and to consider and agree as appropriate any actions.	21.10- 21.20
18	DATES OF NEXT MEETINGS: Personnel Committee – 21 st March 2022 Recreation Committee – 28 th March 2022 Parish Council Meeting – 4 th April 2022 Finance and Establishment Committee – 25 th April 2022	21.20

** 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.