



# 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 ANNUAL PARISH COUNCIL MEETING** to be held at **The Parish Office, Sargent Way** on **MONDAY 9<sup>th</sup> of May 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: *L Edwards*

L Edwards (Clerk) – 4<sup>th</sup> May 2022

---

## *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**  
Recommendation: To receive and agree any apologies for absence and document the reasons for such.
- 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 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**  
Recommendation: To approve the minutes from the Extraordinary Parish Council Meeting on the 21<sup>st</sup> March 2022 and the Parish Council meeting on the 4<sup>th</sup> April 2022.
- 7 COMMITTEE MINUTES**  
Recommendation: To receive and adopt the minutes from the:  
Recreation Committee Meeting held on Monday 31<sup>st</sup> January 2022  
Personnel Committee Meeting held on Monday 11<sup>th</sup> October 2021
- 8 REVIEW AND ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT**
- 9 EXISTING COMMITTEES**  
Recommendations:  
9.1 In light of the number of new members, to consider a potential amendment of the number of members on committees with a view to no maximum number being stated within the Terms of Reference for existing Committees. Any further amendments to be agreed at the first meeting of each committee

9.2 To agree membership, nomination and appointment of a Chairman to the below Committees. Also to agree any corresponding training course attendance.

- 9.2.1 Recreation and Environment Committee
- 9.2.2 Finance and Establishment Committee
- 9.2.3 Planning Committee
- 9.2.4 Personnel Committee
- 9.2.5 Allotments Sub-Committee

9.3 To adopt the Allotments Sub-Committee Terms of Reference

## 10 WORKING PARTIES

Recommendation: To agree membership and appointment of a Chairman to the below Working Party and approve establishment of any new working parties. Terms of Reference to be reviewed and agreed at the first meeting of the Working Party.

10.1 Highways Working Party

## 11 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Recommendation: To elect council representatives on outside bodies and agree arrangements for reporting to council.

- 11.1 Horsham Association of Local Councils (HALC) – Up to 2 members
- 11.2 West Sussex Association of Local Councils (WSALC) – 2 voting members
- 11.3 Representative on Broadbridge Heath Tennis Club & Cricket Club
- 11.4 Village Centre Management Committee (Observer)
- 11.5 4 The Youth Representative
- 11.6 Age UK Representative

Others as agreed

## 12 COUNTY AND DISTRICT COUNCILLORS REPORTS

Recommendation: To receive an update from County and District Councillors.

## 13 PLANNING

### 13.1 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN APRIL

Recommendation: To consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/22/0691	6 Nye Close	Conversion of loft to form habitable living space, incorporating installation of 2no windows and 3no rooflights.
DC/22/0800	52 Billingshurst Road	Erection of a single storey front and side extension.
DC/22/0779	91 Corsletts Avenue	Variation of condition 2 of previously approved application reference: DC/18/2002 (Erection of 2 x 3 bedroom dwellings with on-site parking and associated landscaping). Variation sought to avoid the requirement for a foul water pumping station. Replacement of house type on plot 2, moving of parking spaces from front to side of property and amendments to landscaping as a result of change to parking location. Plot 1 remains unchanged.

13.2 To receive, and consider an appropriate response to, additional correspondence in relation to DC/22/0779

#### **14 FINANCE AND ESTABLISHMENT**

Recommendation: To consider and if appropriate approve the following:

14.1 Ratification of Payments lists for April 2022 invoices

14.2 Authorisation of additional hours worked during April.

14.3 Year End Accounts - To receive an update from the Clerk on the year end accounts, including the bank reconciliation at the 31<sup>st</sup> of March 2022.

#### **15 REVIEW OF COUNCIL'S POLICIES and DOCUMENTS**

Recommendation: To review and agree the following policies:

15.1 Lone Working Policy

15.2 Key Holder Policy

15.3 Publication Scheme

15.4 Risk Management Scheme

15.5 Co-Option Policy

#### **16 ANNUAL PARISH MEETING**

Recommendation: To consider and approve the agenda, publicity and a budget for refreshments for the annual parish meeting on Thursday 26<sup>th</sup> May.

#### **17 WICKHURST GREEN AND SOLOMONS SEAL**

Recommendation: To receive an update and agree any appropriate action in relation to the adoption of parcels of land.

#### **18 CORRESPONDENCE**

Recommendation: To receive council correspondence and agree responses as appropriate.

#### **19 RECRUITMENT AND STAFFING\*\***

Recommendation: 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.

#### **20 DATE OF NEXT MEETINGS:**

20.1 To consider and agree a date for a meeting of the Planning Committee to elect a Chairman for the committee and review the Terms of Reference.

20.2 Members **NOTED** the next planned meeting dates;

Allotments Sub-Committee Meeting – Monday 16<sup>th</sup> May – 7:45pm

Annual Parish Meeting – Thursday 26<sup>th</sup> May – 6:00-8:30pm

Parish Council Meeting – Monday 6<sup>th</sup> June – 7:30pm

Recreation Committee – Monday 13<sup>th</sup> June – 7:45pm

Personnel Committee – Monday 27<sup>th</sup> June – 7:45pm

Finance and Establishment Meeting – Monday 11<sup>th</sup> July – 7:45pm

\*\* 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