



Broadbridge Heath Parish Council

The Parish Office, Sargent Way, Broadbridge Heath, RH12 3TS
clerk@broadbridgeheath-pc.gov.uk 07716 130103

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 6th of JUNE 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) – 30th May 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 9 th May 2022. | 19.50-
19.55 |
| 6 | COMMITTEE MINUTES
Recommendation: To adopt the minutes of the Finance and Establishment Committee meeting held on Monday 15 th November 2021. | 19.55-
20.00 |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 20.00-
20.05 |
| 8 | CLERK UPDATE AND CORRESPONDENCE
To receive an update on actions, correspondence, projects and activity. | 20.05-
20.10 |
| 9 | PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MAY 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/22/0852	26 Weston Avenue	Erection of a single storey rear extension.

DC/22/0845	17 Findon Way	Surgery to - 1x Oak TPO/0462, Fell 1 x Ash
DC/22/0805	8 White Close	Conversion of loft to form habitable living space, incorporating creation of 2no side dormers and installation of 3no rooflights.
DC/22/0915	7 Cook Way	Conversion of garage to form habitable living space and installation of a window and doors.
DC/22/0917	7 Cook Way	Erection of an outbuilding to rear provide a study and home gymnasium.

9.2 To receive an update on **DC/22/0779**, 91 Corsletts Avenue, following request for further explanation of the amendment.

10 FINANCE AND ESTABLISHMENT

**20.20-
20.35**

To consider and if appropriate approve the following:

10.1 Ratification of Payments list for May 2022

10.2 Internal Audit

To receive an update on the internal audit completed on the 12th of May 2022.

10.3 Authorisation of additional hours worked during May.

10.4 Parish Office facilities

10.4.1 Recommendation: To consider and agree items for a second Section 106 application for Parish Office facilities

10.4.2 Recommendation: To approve for Clerk to have delegated authority to proceed with all final office setup requirements with expenditure from Parish Office EMR.

10.4.3 To receive a request for use of the Parish Office facilities for an event.

10.4 Grant Application

To receive a grant application from the Gala Association

11 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

**20.35-
20.45**

11.1 To approve the annual governance statement

11.2 To approve the accounting statements

11.3 To approve the period of electors rights

12	LEGAL ACQUISITIONS OF PARCELS OF LAND	20.45- 20.55
	12.1 Recommendation: To receive an update on the legal progress and agree any appropriate action in relation to:	
	12.1.1 the adoption of the Wickhurst Green Parcels of Land, to include, if appropriate, agreement to delegate authorisation to the Chairman/Vice Chairman of the Council and the Chair of Finance and Establishment to progress to legal completion parcels SL5 (play area), SL6 (allotment site) and SL9 (play area).	
	12.1.2 the adoption of the Weston Avenue allotments.	
	12.2 Recommendation: To review draft Terms of Reference for the Parcels of Land Working Party and agree membership.	
13	VILLAGE CENTRE	20.55- 21.05
	Recommendation – To receive and review a report with recommendations relating to the renewal of the S297 Management Agreement and to agree any appropriate actions.	
14	OPEN SPACE USE	21.05- 21.15
	Recommendation: To receive recommendations for consideration relating to community groups and commercial use of open spaces	
15	POLICY REVIEW	21.15- 21.25
	To review and agree the following policies:	
	15.1 Complaints Policy	
	15.2 Disciplinary Policy	
	15.3 Grievance Policy	
	15.4 Recruitment Policy	
	15.5 Health and Safety Policy	
16	RECRUITMENT AND STAFFING**	21.25 21.30
	To receive updates, discuss and if relevant make decisions regarding the following:	
	16.1 MATTERS RELATING TO PERSONNEL	
	To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.	
17	DATES OF NEXT MEETINGS:	21.30
	Personnel Committee – 27 th June, 19:45	
	Parish Council Meeting – 4 th July, 19:30	
	Recreation Committee – THURSDAY 7 th July 2022 10:00	
	Finance and Establishment Committee – 11 th July 19:45	

** 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.