



# Broadbridge Heath Parish Council

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



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Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 5<sup>th</sup> of SEPTEMBER 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) – 31<sup>st</sup> August 2022**

- |           |  |                    |
|-----------|--|--------------------|
| <b>1</b>  | <b>PUBLIC SPEAKING</b>   | <b>19.30-19.45</b> |
| <b>2</b>  | <b>APOLOGIES AND REASON FOR ABSENCE</b><br>Recommendation: 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><br>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>19.45-19.45</b> |
| <b>4</b>  | <b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b><br>To receive announcements from the Chairman of the Council.   | <b>19.45-19.50</b> |
| <b>5</b>  | <b>MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b><br>Recommendation: To approve the minutes from the Parish Council meetings held on Monday 4 <sup>th</sup> July 2022 and Monday 8 <sup>th</sup> August 2022.  | <b>19.50-19.55</b> |
| <b>6</b>  | <b>COMMITTEE MINUTES</b><br>None.  |                    |
| <b>7</b>  | <b>COUNTY AND DISTRICT COUNCILLORS REPORTS</b><br>To receive an update from County and District Councillors.   | <b>19.55-20.00</b> |
| <b>8</b>  | <b>INSPIRED VILLAGES</b><br>To receive an update and information relating to the Inspired Villages application.  | <b>20.00-20.15</b> |
| <b>9</b>  | <b>CLERK UPDATE AND CORRESPONDENCE</b><br>To receive an update from the Clerk on actions, correspondence, projects and Parish Council activity.  | <b>20.15-20.20</b> |
| <b>10</b> | <b>WESTON AVENUE ALLOTMENTS</b><br>To receive an update on the acquisition of the Weston Avenue Allotments and to agree any related additional actions.  | <b>20.20-20.25</b> |
| <b>11</b> | <b>WICKHURST GREEN PARCELS OF LAND</b><br>To receive an update on the acquisition of the parcels of land on the Wickhurst Green developments and to agree any related additional actions.  | <b>20.25-20.35</b> |

**12 VILLAGE CENTRE** **20.35-20.45**

Recommendations:

12.1 To receive an update on correspondence

12.2 To consider the responses to the Parish Council's proposals in relation to the renewal of the legal management/maintenance agreement (S297) and to agree next steps.

**13 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN AUGUST 2022** **20.45-20.50**

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/22/0936 Notification of amendment	45 Charrington Way	Erection of a single storey side extension and enlargement of door opening to rear Elevation
DC/22/1544	127 Charrington Way	Demolition of existing conservatory and erection of a single storey rear extension.
DC/22/1280	9 Tullett Way	Partial conversion of existing garage to form utility room (Retrospective).
DC/22/1100	161 Churchill Way	Part conversion of garage to form habitable space with associated external alterations. Removal of existing gables to front elevation and addition of a larger gable element.

**14 FINANCE AND ESTABLISHMENT** **20.50-21.00**

To consider and if appropriate approve the following:

14.1 Ratification of Payments lists for August and September 2022

14.2 Finance Update

To receive an update from the Clerk.

14.3 Bank Reconciliation

To receive and sign the bank reconciliations.

14.4 Ratification/Authorisation of additional hours worked during July and August.

14.5 SAAA 2022 Opt-out Communication

To consider the option to opt-out of the next round of 5-year audit appointments and agree a response to the communication.

14.6 Internal Auditor Letter of engagement

To note the letter of engagement

**15 PARISH COMMUNITY FUND** **21.00-21.05**

To consider setting up a Parish Community Fund in view of the cost of living crisis.

- 16 GRANT REQUEST** **21.05-**  
**21.10**  
To consider a grant application from 4Sight Vision Support.

**17 DATES OF NEXT MEETINGS:**

**Recreation Committee** – Monday 12<sup>th</sup> September – 19:45  
**Allotments Sub-Committee meeting** – Thursday 15<sup>th</sup> September 14:30 (TBC)  
**Highways WP informal meeting** – Thursday 15<sup>th</sup> September - 10:00am  
**Personnel Committee** – Monday 26<sup>th</sup> September – 19:45  
**Parish Council Meeting** - Monday 3<sup>rd</sup> of October – 19:30  
**Finance and Establishment Committee** – Monday 17<sup>th</sup> October – 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 certain agenda items.