



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



admin@broadbridgeheath-pc.gov.uk



01403 900665

To all Councillors - **You are hereby summoned to the ANNUAL MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **MONDAY 22nd of May 2023** 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*

Lucinda Edwards (Clerk) – 17th May 2023

Prior to the meeting starting, Declarations of Acceptance must be signed by all members present before they take their seat.

Members of press and public welcome

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| 1 | ELECTION OF CHAIR AND VICE CHAIR AND DECLARATIONS OF ACCEPTANCE OF OFFICE | 19:30 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
To receive and agree any apologies for absence and document the reasons for such. | |
| 3 | COUNCILLOR PAPERWORK
To receive members interests and authorisation to be summoned to meetings by email | |
| 4 | 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 from members. | |
| 5 | PUBLIC SPEAKING | 19:40 |
| 6 | CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chair of the Council. | 19:55 |
| 7 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
To approve the minutes from the Parish Council meeting held on Monday 3 rd April 2023. | 20:00 |
| 8 | COMMITTEE MINUTES
To receive and adopt the minutes from the Allotments Sub-Committee Meeting held on 23 rd January 2023, and the Finance and Establishment meetings held on Monday 1 st November and Monday 16 th January 2023 | |
| 9 | CLERK UPDATE AND CORRESPONDENCE
To note the written update and receive correspondence. | 20:05 |
| 10 | REVIEW AND ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT
Recommendation – To adopt the below documents, previously adopted May 2022, with no proposed amendments:
10.1 Standing Orders
10.2 Financial Regulations | 20:10 |

- 11 EXISTING COMMITTEES 20:15**
Recommendations:
 11.1 To receive a recommendation in relation to the dissolution of 2 committees and to agree an associated revised meeting schedule.
 11.2 To review Committees, and membership, to be followed by the nomination and appointment of a Chair to the same, to also agree appropriate training course attendance.
 11.2.1 Personnel Committee
 11.2.2 Planning Committee
 11.2.3 Allotments Sub-Committee, proposal to rename Allotments Committee
 11.2.4 Any other committee considerations as appropriate in relation to recommendation 11.1
 11.3 To review and agree Terms of Reference for these Committees.
- 12 WORKING PARTIES 20:25**
 To review current working parties and agree representation and to consider any new working parties as appropriate.
 12.1 Parcels of Land Working Party – 3 members
 12.2 Highways Working Party – Clerk plus 2 members.
- 13 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 20:30**
 Election of council representatives on outside bodies and arrangements for reporting back
 13.1 Horsham Association of Local Councils (HALC)
 13.2 West Sussex Association of Local Councils (WSALC)
 13.3 Village Centre Management Committee
 13.4 Others as agreed.
- 14 COUNTY AND DISTRICT COUNCILLORS' REPORTS 20:35**
 14.1 To receive an update from County and District Councillors
 14.2 To consider collaborative engagement proposals.
- 15 THE VILLAGE CENTRE PLAY AREA/ACCESS 20:45**
 15.1 To receive an update on the Monster Play Area project and agree recommendations for any works as required on retained equipment.
 15.2 To consider a proposal for an official opening of the new play area event.
 15.3 To receive and consider quotes for the installation of a 5-bar gate at the VC access.
- 16 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN APRIL 2023 20:50**
 Consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/23/0470	7 Palmer Avenue	Conversion of part of existing garage into utility room.
DC/23/0440	12 Churchill Way	Conversion of loft into habitable space including the provision of 1no front dormer and 2 rear dormers.
DC/23/0227	1 Pinewood Close	Erection of a first-floor side extension and partial conversion of integral garage to form habitable space with associated external alterations.

DC/23/0666	10 Stanford Way	Erection of a two-storey front extension and single storey rear extension.
DC/23/0652	40 Carter Drive	Part conversion of garage to form home office. Installation of a door to the side elevation of existing garage
N/A	A24 Layby	APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

- 17 FINANCE AND ESTABLISHMENT 20:55**
 17.1 To agree/ratify the payments list for April 2023 invoices.
 17.2 To ratify/Authorise additional hours worked during April.
 17.3 Finance Update - To receive an update from the Clerk on internal audit preparation.
 17.4 To receive a grant application from BBH Magazine
 17.5 To receive a grant application from The Village Centre
 17.6 To approve a quote for additional emergency lighting at the Parish Office
 17.7 To consider a recommendation to purchase 2 flags for the Parish Office
 17.8 To consider a request from the Gala Association to use the Parish Office address for correspondence.
- 18 EVENTS AND COMMUNITY 21:05**
 18.1 To consider and approve the format of the 'Meet your Council' event to be held on June 13th.
 18.2 To finalise Councillor availability to attend the Parish Council stand at the Gala Summer Fete.
 18.3 To consider a recommendation to hold a new council term 'Visioning Session' on Monday 19th June, with a follow up session to consolidate ideas and review survey responses on Monday 10th July.
- 19 SUSSEX GREEN LIVING 21:10**
 To consider a proposal to invite Sussex Green Living to provide a pop-up green hub at the Meet your Council event.
- 20 ALLOTMENTS 21:20**
 Recommendations:
 20.1 To agree next steps on list management.
 20.2 To agree a recommendation for works to cover the unallocated plots at Weston Avenue
 20.3 To amend the rules regarding tenancy.
- 21 WICKHURST GREEN PARCELS OF LAND 21:30**
 To receive an update on the progress of the transfers of parcels SL6 and SL9 and any appropriate actions.
- 22 SOCIAL MEDIA 21:35**
 To agree social media posts from the meeting.
- 23 DATE OF NEXT MEETINGS:**
 Next Parish Council meeting – Monday 5th June 2023 – 19:30
 Other meeting dates subject to approval of item 11.1

** 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