



# Broadbridge Heath Parish Council

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



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To all Councillors - **You are hereby summoned to the MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **MONDAY 5<sup>th</sup> of June 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) – 30<sup>th</sup> May 2023

## Members of press and public welcome

- |           |   |              |
|-----------|---|--------------|
| <b>1</b>  | <b>PUBLIC SPEAKING</b>  | <b>19:30</b> |
| <b>2</b>  | <b>APOLOGIES AND REASON FOR ABSENCE</b><br>To receive and agree any apologies for absence and document the reasons for such.  |              |
| <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 from members.  |              |
| <b>4</b>  | <b>CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b><br>To receive announcements from the Chair of the Council.  | <b>19:45</b> |
| <b>5</b>  | <b>MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b><br>To approve the minutes from the Parish Council meeting held on Monday 5 <sup>th</sup> May 2023.  | <b>19:50</b> |
| <b>6</b>  | <b>COMMITTEE MINUTES</b><br>To approve the minutes from the:<br>6.1 Allotments Sub-Committee Meeting held on 17 <sup>th</sup> April 2023<br>6.2 Finance and Establishment meeting held on 24 <sup>th</sup> April 2023<br>6.3 Recreation & Environment Committee meeting held on 27 <sup>th</sup> February 2023<br>6.4 Personnel Committee meeting held on 23 <sup>rd</sup> January 2023 |              |
| <b>7</b>  | <b>COUNTY AND DISTRICT COUNCILLORS' REPORTS</b><br>To receive an update from County and District Councillors  | <b>20:00</b> |
| <b>8</b>  | <b>CLERK UPDATE AND CORRESPONDENCE</b><br>8.1 To note the written update and receive correspondence.<br>8.2 To consider proposed dates for 3 tiers collaborative sessions at the parish office.   | <b>20:10</b> |
| <b>9</b>  | <b>REVIEW OF SCHEME OF DELEGATION</b><br>Recommendation – To review, and approve if appropriate, the proposed amendments to the Scheme of Delegation.   | <b>20:15</b> |
| <b>10</b> | <b>COMMITTEE TERMS OF REFERENCE</b><br>Recommendation – To review, and approve if appropriate, the proposed amendments to the Terms of Reference for:   | <b>20:20</b> |

- 10.1 – The Finance and Establishment Committee
- 10.2 – The Recreation and Environment Committee
- 10.3 – The Personnel Committee
- 10.4 – The Planning Committee
- 10.5 – The Allotments Sub-Committee
- 10.6 – The Parcels of Land/Land Acquisitions Working Party
- 10.7 – The Highways Working Party

**11 POLICY REVIEW 20:30**

To review proposed amendments to the following policies and adopt as appropriate:

- 11.1 Allotment Waiting List Policy
- 11.2 Flag Flying Policy

**12 FINANCE AND ESTABLISHMENT 20:35**

- 12.1 To agree/ratify the payments list for May 2023 invoices.
- 12.2 To ratify/Authorise additional hours worked during May.
- 12.3 Internal Audit – To receive and note the Internal Audit report.

**13 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24 20:40**

- 13.1 To approve the annual governance statement.
- 13.2 To approve the accounting statements.
- 13.3 To approve the period of electors' rights.

**14 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MAY 2023 20:45**

14.1 Consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/23/0996	1 Brown Close	Conversion of loft into habitable space including the installation of 1no. front roof dormer and 2no. rear roof dormers.
DC/23/0588	76 Shelley Drive	Conversion of loft to form habitable space with dormer windows to front and rear elevations.

14.2 To note correspondence relating to a resident's objection to a submitted planning application.

**15 EVENTS AND COMMUNITY 20:55**

To finalise the format of the 'Meet your Council' event to be held on June 13<sup>th</sup>.

**16 RECREATION AND ALLOTMENTS 21:00**

Recommendations:

- 16.1 To agree next steps on Allotment list management.
- 16.2 To review and approve if appropriate proposed amendments to the Allotment rules.
- 16.3 To receive and consider a proposal for a youth allotment.
- 16.4 To approve the final design for the interpretation board for the Ducky dipping platform.

**17 WICKHURST GREEN PARCELS OF LAND 21:15**

To receive an update on the progress of the transfers of parcels SL5, SL6 and SL9 and any appropriate actions.

<b>18</b>	<b>COUNCIL RESILIENCE PLAN</b> To consider a recommendation for the of production of a resilience plan.	<b>21:20</b>
<b>19</b>	<b>SOCIAL MEDIA</b> To agree social media posts from the meeting.	<b>21:25</b>
<b>20</b>	<b>ACTION IN RURAL SUSSEX CONSULTANCY**</b> To receive an update on advice obtained at the recent consultancy session with AIRS.	<b>21:30</b>
<b>21</b>	<b>PERSONNEL **</b> To consider a recommendation to seek temporary support for play area and open space litter and cleanliness surveillance over the summer holidays.	<b>21:35</b>
<b>22</b>	<b>DATE OF NEXT MEETINGS:</b> Meet your Council event – Tuesday 13 <sup>th</sup> June 2023 – 19:00-21:00 Next Parish Council meeting – Monday 3 <sup>rd</sup> July 2023 – 19:30	<b>21:40</b>

\*\* 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