



Broadbridge Heath Parish Council

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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 12th of May 2025** 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) – 7th May 2025

Members of press and public welcome

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|-----------|---|--------------|
| 1 | ELECTION OF CHAIR AND VICE CHAIR AND SIGNING OF ACCEPTANCE OF OFFICE | 19:30 |
| | To elect the Chair and the Vice Chair of the Council and sign Acceptance of Office | |
| 2 | COUNCILLOR RESIGNATIONS | |
| | 2.1 To note the recent resignation of Chung Wing Luk. | |
| | 2.2 To receive any further Councillor resignations (if any) | |
| 3 | APOLOGIES AND REASON FOR ABSENCE | |
| | To receive and agree any apologies for absence and document the reasons for such. | |
| 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 | 19:55 |
| | To receive announcements from the Chair of the Council. | |
| 7 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING | 20:00 |
| | 7.1 To approve the minutes from the Parish Council meeting held on Monday 31 st March and the Extraordinary Parish Council meeting held on Wednesday 16 th April 2025. | |
| | 7.2 To receive a recommendation in relation to the meeting held on 15 th July 2024. | |
| 8 | COMMITTEE MINUTES | 20:05 |
| | 8.1 To receive and adopt the minutes from the Finance and Establishment Committee meeting held on 27 th January 2025. | |
| | 8.2 To receive and adopt the minutes from the Personnel Committee meeting held on 6 th February 2025. | |
| 9 | COUNTY AND DISTRICT COUNCILLORS' REPORTS | 20:10 |
| | To receive an update from County and District Councillors | |
| 10 | CLERK UPDATE AND CORRESPONDENCE | 20:20 |
| | To note the officer updates and receive any correspondence. | |
| 11 | 4 THE YOUTH UPDATE AND CONTRACT RENEWAL | 20:25 |
| | 11.1 To receive an update from 4 The Youth and note the latest reports. | |
| | 11.2 To consider the proposal for the continuation of the contract for youth service provision for 2025/26. | |
| 12 | REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS | 20:35 |
| | Recommendation – To review latest NALC updates and adopt amended documents: | |
| | 12.1 Standing Orders | |
| | 12.2 Financial Regulations | |
| 13 | SCHEME OF DELEGATION AND POLICY UPDATE | 20:40 |
| | 13.1 To approve continued use of the Scheme of Delegation. | |
| | 13.2 To approve a recommendation to defer review of the Complaints Policy | |

to the next meeting.

13.3 To approve a recommendation to defer review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation to the next meeting.

13.3 To approve a recommendation to defer to the Personnel Committee to review employment policies and procedures.

14 APPOINTMENTS TO COMMITTEES, SUB COMMITTEES AND WORKING PARTIES 20:45

Recommendations:

To review Committee structure and committee membership, and to nominate and appoint of a Chair to the same. Also to also agree any appropriate training course attendance.

14.1 Recreation and Environment Committee

14.2 Personnel Committee

14.3 Planning Committee

14.4 Finance and Establishment Committee

14.5 Allotments Sub-Committee

To review Working Parties and membership if applicable:

14.6 Highways Working Party

14.7 Allotments Working Party

14.8 Parcels of Land Working Party

14.9 To agree for each Committee/Sub Committee/Working Party to review their own Terms of Reference and propose any amendments to full council.

15 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 20:55

To note Council representatives and approve appointments and any amendments as required.

15.1 Horsham Association of Local Councils (HALC)

15.2 West Sussex Association of Local Councils (WSALC)

15.3 Village Centre Management Committee

15.4 Parish and Neighbourhood Councils Climate Action Network

16 RECREATION COMMITTEE 21:00

16.1 To adopt the updated Allotment rules as reviewed by the Allotment Sub-Committee.

16.2 To receive a recommendation that all allotment rules, policies and management arrangements as setup for Weston Avenue Allotments, be applied to Churchill Way Allotments on acquisition.

16.3 To approve plot rents for Churchill Way to enable plot allocation following transfer.

16.4 To adopt the latest tree survey report and note quotes are being obtained in respect of the identified works.

16.5 To review and agree a correspondence to Warnham Parish Council in relation to the Ducky Pond.

16.6 To consider a request to hold a children's funfair at the Village Centre.

17 CHARRINGTON WAY RECREATION GROUND PROJECT 21:15

To clarify final Invitation to Tender amendments and project timeline to enable progression.

18 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN APRIL 2025 21:20

[Parish Council responses to Planning Applications received during 2025](#)

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

| Application | Address | Details |
|-------------|--|--|
| DC/25/0589 | Foothpath West of Broadbridge Heath Playing Field Wickhurst Lane | Surgery to 1x Oak |
| DC/25/0555 | 113 Billingshurst Road | Erection of a front porch and single storey side extension. Installation of 2No. roof dormers on the North East and South East |

| | | |
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| | | elevation and 2 rooflights to the South West elevation. |
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- 19 AI MOTION REQUEST 21:25**
To receive and consider a Councillor motion request on the use of AI.
- 20 FINANCE AND ESTABLISHMENT COMMITTEE 21:30**
20.1 To agree/ratify the payments lists for March and April 2025 invoices.
20.2 To receive year end finance reports as reviewed by the Finance and Establishment Committee, including nominal ledger to explain variances.
20.3 To approve the bank reconciliation for cashbook 7 – Equals Card
20.4 To note the report of expenditure under s.137 for 2024/25.
20.5 Following review of the Asset register by the Finance Committee, to note the register is being amended to reflect the changes ready for review at the next meeting.
20.6 To note the council's current insurance arrangements and renewal information.
20.7 To approve a recommendation to defer to the Finance and Establishment committee to review Council and staff subscriptions to other bodies
- 21 CONFIDENTIAL SESSION**
To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remaining item(s) of business on the grounds that they involve the likely disclosure of confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972."
Purpose:
To discuss sensitive matters, such as staffing, legal issues, or commercially sensitive information, as specified in the confidential session agenda.
- 22 CRICKET CLUB LEASE RENEWAL ** 21:40**
To clarify and confirm responses to queries raised by the council's appointed solicitor to enable progression.
- 23 PERSONNEL COMMITTEE** 21:50**
23.1 To receive a recommendation in relation to staff pay
23.2 To receive a recommendation in relation to a resource review
23.3 To receive an update from the Personnel Committee on staffing and associated matters and agree any appropriate actions,
23.4 To approve an increase in HR budget/Earmarked reserves to allow the appointment of independent investigation from WorkNest (or other agreed provider). This as discussed and proposed at the Personnel meeting. The price of the service from WorkNest is £130 / Hr (excl VAT).
23.4 To approve the contract for the provision of an Employee Assistance Programme as provided by WorkNest. This as agreed at the Personnel meeting and being the "Standard package" with a one-year contract at a price of £1,127 + VAT.
- 24 DATE OF NEXT MEETINGS: 22:00**
24.1 To note the calendar of meeting dates as approved at the December 2024 Parish Council meeting.

24.2 To note the upcoming meetings:
Annual Parish Meeting – Tuesday 20th May 6pm
Parish Council meeting – Monday 2nd June – 7:30pm
Recreation and Environment Committee – Monday 9th June – 7:45pm
Finance and Establishment Committee – Monday 21st July – 7:45pm
Personnel Committee – To be arranged.

24.3 To note other notable dates:
Tuesday 20th May – 4pm-5pm – Parish Council meeting with Highways
Tuesday 20th May – 5pm-6pm – Resident's Meeting/Highways update

** 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