



Broadbridge Heath Parish Council

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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 2nd of June 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 Shaw*

Louise Shaw (Locum Clerk) – 28th May 2024

Members of press and public welcome

1		PUBLIC SPEAKING	19:30
2		APOLOGIES AND REASON FOR ABSENCE	19:45
		To receive and agree any apologies for absence and document the reasons for such.	
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 from members.	
4		CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY	19:50
		To receive announcements from the Chair of the Council.	
5		LOCUM CLERK	20:00
	5.1	To approve the use of a Locum Clerk for the period of up to four weeks starting from the 20 th May. To ratify Locum Clerk - Louise Shaw as the proper officer of the Parish Council for the continuation of council services.	
	5.2	To approve any delegations necessary to ensure the Locum Clerk can carry out council duties and to delegate Cllr Clark and the Locum Clerk on any personnel issues and to delegate the Chair and Vice Chair to work with the Locum Clerk on all other council matters.	
6		MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING	20:15
		To approve the minutes from the Parish Council meeting held on Monday 12 th May 2025.	
7		OFFICER UPDATE AND CORRESPONDENCE	20:20
		To receive the letter from the monitoring officer and approve the instruction of legal advice in relation to meetings held without a proper officer present.	
		To receive an update on the Corsletts Avenue street light.	
8		WICKHURST GREEN PARCELS OF LAND	20:30
	8.1	To approve the nominees of Chair and Vice Chair to be the contacts for Hampshire Legal Services (HLS) as per letter dated	
	8.2	To receive an update on the progress of the transfers and the side agreement, and to agree any further required action.	
	8.3	To delegate to the Chair and Vice-Chair of the Council the signing of the new Deed of Variation when it is available	
9		FINANCE AND ESTABLISHMENT	20:40
	9.1	To agree/ratify the payments list for May 2025 invoices	
	9.2	To agree the opening of savings accounts and transfer of funds as per Finance and Establishment meeting on 28 April 2025.	
	9.3	To delegate the Chair of Finance and Establishment in conjunction with the Locum clerk to set up a demonstration of Scribe software for members of the Finance and Establishment committee.	
	9.4	To consider and approve a grant for the WI	
10		REVIEW OF INTERNAL CONTROLS	20:50

	10.1	To review and approve the council internal control procedures.		
11		ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/25		21:00
	11.1	To approve the annual governance statement.		
	11.2	To approve the End of Year AGAR for 24/25.		
12		CHARRINGTON WAY PLAY AREA REGENERATION		21:20
	12.1	To approve the ITT (invitation to tender), master plan, landscaping specification and scoring matrix for submission to the 'Find a Tender' Service.		
	12.2	To agree a date w/c 10 August for members of the recreation committee to score the submissions.		
	12.3	To approve the proper officer to email known contractors to advise them of the project detail.		
13		VILLAGE CENTRE OPEN SPACE		21:30
		To receive and approve correspondence from the Village center Solicitor in relation to the letter for submission to the Charity Commission for the land to be gifted to the Parish Council.		
14		CONTINGENCY PLANS FOR CONTINUATION OF COUNCIL SERVICES		21:40
		To discuss and agree any procedure to be put in place for the continuation of council services in the absence of the proper officer.		
15		PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MAY 2025		21:55
		Application	Address	Details
		DC/25/0762	54 Corsletts Aveune, Broadbridge Heath	<u>Erection of a two storey front extension to create a porch and W.C. at ground floor level and increase the size of bedroom 3. Erection of a single storey rear extension.</u>
		DC/25/0685	2 Smith Road, Broadbridge Heath	<u>Conversion of loft into habitable living space with the installation of 2no. pitched roof dormers and 3no. rooflights.</u>
16		IT SERVICE PROVIDER REVIEW		22:05
	16.1	To receive a recommendation to defer the comparative review		
	16.2	To consider instructing a review of parish council IT security and a session with NetCom including 2FA set up for all users		
17		PERSONNEL ISSUES**		22:10
	17.1	To receive an update on personnel issues and agree any next steps.		
	17.2	To receive advice from WorkNest and Mulberry on staff variable holiday pay and agree payments		
	17.3	To receive the report and approve the end of probation period for the Administrative Assistant and approve the associated back-dated pay increase.		
	17.4	To approve WorkNest service for review of HR documentation, contracts and handbook.		
18		DATE OF NEXT MEETINGS:		22:25
	18.1	To agree a date for a strategic planning session previously postponed in April.		
	18.2	Recreation and Environment Committee – Monday 9 th June – 19:45 Finance and Establishment Committee – Monday 21 st July – 19:45 Parish Council meeting – Monday 7 th July – 19:30 Personnel Committee – To be arranged.		

** 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