



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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01403 900665

To all Councillors - You are hereby summoned to the **ORDINARY MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **Monday 6th October 2025** commencing at **7.30pm**. 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. Documents can be found here [6th Oct 2025](#)

Signed: *Louise Shaw*

Louise Shaw (Locum Clerk) – 1st October 2025

Members of press and public welcome

- | | | |
|-----------|---|--------------|
| 1 | APOLOGIES AND REASON FOR ABSENCE | 19:30 |
| | To receive and approve any apologies for absence. | |
| 2 | PUBLIC SPEAKING | 19:35 |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES | 19.40 |
| | 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 | 19.45 |
| | To receive announcements from the Chair of the Council. | |
| 5 | COUNTY AND DISTRICT COUNCILLORS | 19.50 |
| | 5.1 To receive updates from the District Councillors | |
| | 5.2 To receive updates from the County Councillors | |
| 6 | APPROVAL OF MINUTES | 20.00 |
| | To Approve the following minutes: | |
| | 6.1 To approve the minutes from the Parish Council meeting held on:
8 th September 2025 | |
| | 6.2 To approve the minutes from the Recreation Committee meeting held
On: 22 nd September 2025 | |
| 7 | WICKHURST GREEN | 20.05 |
| | 7.1 To receive an update and to determine action | |
| | 7.2 To receive and approve the latest indexation of commuted sums | |
| | 7.3 To acknowledge the TP1's and transfer plans and suggest any amendments | |
| 8 | VILLAGE FETE 2026 | 20.10 |
| | 8.1 To discuss the Village Fete 2026 | |
| 9 | RATIFICATION OF FINANCIAL PAST DECISIONS AND EXPENDITURE | 20:15 |
| | To consider and determine ratification of the following decisions previously taken: | |
| | 9.1 To ratify the any expenditure for the month of September 2025 | |
| | 9.2 To agree and approve the bank reconciliations | |
| | 9.3 To agree the NALC pay award for 2025 and back pay from April 2025 to current payroll date | |
| | 9.4 To approve any Grant Applications received | |
| | 9.5 To receive an update on budget vs actual | |
| | 9.6 To receive and approve the External Audit Report for 24/25 | |
| | 9.7 To agree further signatories to be added to the CO-OP bank account | |
| | 9.8 To ratify previous Finance and Establishment Committee EMR movements not previously actioned | |
| 10 | HIGHWAYS WORKING PARTY | 20:35 |
| | 10.1 To receive an update | |

10.2 To discuss, amend and approve changes to the Highways Working party Terms of Reference

11 CHARRINGTON WAY TENDER AWARD 20.40

11.1 To ratify final contract sum approval and approval of any changes

12 INSURANCE RENEWAL QUOTES 20:50

12.1 To ratify and agree an Insurance quote

13 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2025 21:00

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

Application	Address	Details
DC/25/1500	6 Pinewood Close, Broadbridge Heath	Erection of a single storey rear extension.

14 IT PROVIDER FROM 01 NOVEMBER 2025 21:10

14.1 To discuss and agree a provider and equipment costs

15 OPERATION WATERSHED/BROADBRIDGE WAY CULVERT 21:20

15.1 To receive update and agree action

16 WEBSITE REFRESH 21:30

16.1 Agree the new domain and format of the email set up

17 CONFIDENTIAL 21:40

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.

18 PERSONNEL COMMITTEE 21:40**

18.1 To receive an update from the Personnel Committee on staffing and associated matters and agree any appropriate actions.

19 DATES OF NEXT MEETINGS 22.00

19.1 To note the upcoming meetings:

Recreation and Environment – Monday 24th November– 19.30pm

Full Council – Monday 6th October – 19.30pm

Finance and Establishment Committee – 20 October 2025 – 7:30pm

Budget setting meeting-TBC (Potentially 10 November 2025)

Allotment sub committee meeting-TBC September

Full Council – Monday 3rd November 19.30pm

Full Council – Monday 1st December – 19.30pm

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 may be required to leave the meeting during the consideration of these items.