



Broadbridge Heath Parish Council

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PO Box 1009, Cowfold, Horsham, RH12 9RX

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **St John's Community Hall** on **MONDAY 6th of JANUARY 2020** commencing at **7.45 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: *Jo Ball*

Jo Ball (Clerk) – 30th of December 2019

1	PUBLIC SPEAKING	19.45- 20.00
2	APOLOGIES AND REASON FOR ABSENCE	20.00- 20.05
	To receive and agree any apologies for absence and document the reasons for such.	
3	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES	20.05- 20.10
	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 for members.	
4	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY	20.30- 20.35
	To receive announcements from the Chairman of the Council.	
5	MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING	20.35- 20.40
	To approve the minutes from the Parish Council meeting held on Monday 2nd of December.	

6	COMMITTEE MINUTES			20.40-20.45
	To approve the minutes from the Recreation Committee meeting held on Monday 16th of December 2019.			
7	COUNTY AND DISTRICT COUNCILLORS REPORTS			20.45-20.55
	To receive an update from County and District Councillors.			
8	THE VILLAGE CENTRE**			20.55-21.10
	<p>8.1 VILLAGE CENTRE REDEVELOPMENT INVOICES To discuss and approve invoices relating to the Village Centre re-development for reclaim from Horsham District Council.</p> <p>8.2 VILLAGE CENTRE UPDATE To receive an update including budget report.</p> <p>8.3 VILLAGE CENTRE PATHWAY To approve the pathway quote.</p>			
9	PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER			21.10-21.15
	Application	Address	Details	
	DC/19/2511	13 Brown Close	Conservatory	
	DC/19/2479	Neighbourhood Centre	Install of heat pumps	
	DC/19/2480	Neighbourhood Centre	Nursery signage	
	DC/19/1897	Land at Wellcross Farm	Care retirement village, additional information received	
10	FINANCE AND ESTABLISHMENT			21.15-21.25
	To consider and if appropriate approve the following:			
	10.1 ADDITIONAL HOURS FOR STAFF			
	Additional hours for staff employed by Broadbridge Heath Parish Council.			
	10.2 PAYMENTS FOR JANUARY 2019			
	Payment for invoices received in December 2019.			
	10.3 FINANCE UPDATE			
	To receive an update form the Clerk.			

	<p>10.4 Q3 VAT Return To approve the Q3 VAT Return and submission to HMRC.</p> <p>10.5 PRECEPT 2020-21 To agree the precept for 2020-21.</p>	
11	AGE UK VILLAGE AGENT	21.25- 21.30
	To agree the continuation of service for 2020-21.	
12	TENNIS CLUB PARKING	21.30- 21.35
	To consider and approve if appropriate the Tennis Club proposal for improvement of parking.	
13	INTERIM INTERNAL AUDIT	21.35- 21.40
	To agree the internal audit and recommendations.	
14	WICKHURST GREEN AND SOLOMONS SEAL	21.40- 21.45
	<p>14.1 To receive an update from the Clerk / Asst Clerk.</p> <p>14.2 Parish council office building – to agree the annual estates management fee inc. rental of the 2 parking spaces.</p> <p>14.3 Road surfacing at Wickhurst Green.</p>	
15	CONSULTATIONS, MEETINGS AND ACTIVITIES	21.45- 21.50
	<p>15.1 Wildflower seeding of the area around the new loop road.</p> <p>15.2 Councillor Conduct Training on Thursday 30 January 2020 at 5:30pm-8:30pm</p>	
16	BUSINESS PLAN	21.50 – 21.55
	To agree the first draft of the Business Plan and agree next steps	
17	FALLEN TREE AT CRICKET GROUND	21.55- 22.00
	To agree quote for the removal of the fallen tree at the Cricket Ground.	
18	SOCIAL MEDIA To agree Social Media Messages from the meeting.	22.00- 22.05

19	RECRUITMENT AND STAFFING**	22.05- 22.15
	<p>To receive updates, discuss and if relevant make decisions regarding the following:</p> <p>19.1 MATTERS RELATING TO PERSONNEL To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.</p>	
20	<p>DATES OF NEXT MEETINGS: Parish Council Meeting – 3rd of February Finance and Establishment Committee – 10th of February Recreation Committee – 24th of February</p>	

** 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.