



Broadbridge Heath Parish Council

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Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 4th of APRIL 2022** 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: *Lucinda Edwards*

Lucinda Edwards (Clerk) – 30th March 2022

1	PUBLIC SPEAKING	19.30- 19.45
2	APOLOGIES AND REASON FOR ABSENCE Recommendation: To receive and agree any apologies for absence and document the reasons for such.	19.45- 19.45
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 for members.	19.45 19.45
4	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY To receive announcements from the Chairman of the Council.	19.45- 19.50
5	MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING Recommendation: To approve the minutes from the Parish Council meeting held on Monday 7 th March 2022.	19.50- 19.55
6	COMMITTEE MINUTES None.	
7	COUNTY AND DISTRICT COUNCILLORS REPORTS To receive an update from County and District Councillors.	19.55- 20.00
8	POLICE UPDATE To receive an update from the PCSO on recent anti-social behaviour in the village and consider any appropriate actions.	20.00- 20.10
9	CLERK UPDATE AND CORRESPONDENCE To receive an update from the Clerk on actions, correspondence, projects and Parish Council activity.	20.10- 20.15
10	PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH 2022	20.15- 20.20

To receive an update on submitted responses/consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/22/0520	Broadbridge Barn, Old Wickhurst Lane	Internal alterations to study, utility and shower room area
DC/22/2858	31 Sargent Way	Enlargement of the width of a window to the front
DC/22/2238	Robins Nest 36 Churchill Way	Erection of a single storey side infill extension between the house and garage

11 FINANCE AND ESTABLISHMENT 20.20-20.35

To consider and if appropriate approve the following:

11.1 Ratification of Payments lists for April 2022

11.2 Finance Update

To receive an update from the Clerk.

11.3 Bank Reconciliation

To receive and sign the bank reconciliations.

11.4 Authorisation of additional hours worked during March.

11.5 To receive and consider a works planner detailing the officers' activities, with a view to monthly presentation and consideration.

12 PARISH OFFICE 20.35-20.40

12.1 To receive an update on progress with the Parish Office setup

12.2 To consider an insurance claim in respect of the window vandalism

12.3 To consider a proposal regarding a trial period of official opening hours.

13 WICKHURST GREEN AND SOLOMONS SEAL 20.40-20.50

Recommendation: To receive an update and agree any appropriate action in relation to:

12.1 the adoption of the Wickhurst Green Parcels of Land

12.2 the adoption of the Weston Avenue allotments.

14 IT REQUIREMENTS 20.50-20.55

Recommendation: To receive an update on the IT provision and to consider any additional Councillor hardware/software requirements.

15 VILLAGE CENTRE 20.55-21.05

Recommendations:

15.1 To receive an update regarding the VC Redevelopment final invoices settlement.

15.2 To receive an update following a recent meeting with the Trustees.

15.3 To consider any appropriate action in response to anti-social behaviour at the youth shelter.

15.4 To consider and agree appropriate actions relating to the renewal of the expired Football Club License.

16	NALC/WSALC Recommendations: 16.1 To receive a correspondence from NALC addressed to smaller councils and to agree any appropriate actions. 16.2 To receive and agree WSALC/NALC subscriptions for 2022/23.	21.05- 21.10
17	CONSULTATIONS Recommendation: To receive correspondence relating to a being held by Inspired Villages on Thursday 21 st April and consider an appropriate response.	21.10- 21.15
18	GRANT REQUESTS To consider grant requests from: Victim Support Kent, Surrey and Sussex Air Ambulance Charity	21.15- 21.20
19	RECREATION COMMITTEE RECOMMENDATIONS 19.1 The Ducky Pond To proceed with the funding application from S106 funds DC/16/2394 (Garage blocks, Sleets/Swan - £12,523.00 available) for the Ducky Pond Improvements as approved at the Rec Meeting. Total £7000.00. 19.2 Gala Association Summer Fete – Saturday 2 nd July 2pm to 5pm For a minimum of 3 Councillor’s to assist with the stall at the event. 19.3 Charrington Way To pursue the Charrington Way Play area project using funds from EMR 395 & 398.	21.20- 21.30
20	RECRUITMENT AND STAFFING** Recommendation: To receive an update from the Chair of the Personnel Committee on recruitment and retention and to consider and agree as appropriate any actions.	21.30- 21.40
21	PARISH COUNCILLOR VACANCIES To receive an update on current vacancies.	21.40- 21.45
22	SOCIAL MEDIA Recommendation: To agree Social Media Messages from the meeting.	21.45- 21.50
23	DATES OF NEXT MEETINGS: Finance and Establishment Committee – Monday 25 th April – 19:45 *Annual Meeting of the Council* - Monday 9 th of May – 19:30 Annual Parish Meeting – Date to be agreed Recreation Committee - Monday 13 th of June – 19:45 Personnel Committee – Monday 27 th of June – 19:45	

** 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.