



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

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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 4<sup>th</sup> of FEBRUARY 2019** 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) – 28<sup>th</sup> January 2019**

**1 PUBLIC SPEAKING**

**2 APOLOGIES AND REASON FOR ABSENCE**

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 for members.

**4 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY**

To receive announcements from the Chairman of the Council.

**5 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

To approve the minutes from the Parish Council meeting held on Monday 7<sup>th</sup> of January 2019

**6 COMMITTEE MINUTES**

To receive and adopt the minutes from the Finance and Establishment Committee meeting on the 14<sup>th</sup> of January 2019.

**7 COUNTY AND DISTRICT COUNCILLORS REPORTS**

To receive an update from County and District Councillors.

**8 THE VILLAGE CENTRE\*\***

**8.1 VILLAGE CENTRE REDEVELOPMENT INVOICES**

To discuss and approve invoices relating to the Village Centre re-development for reclaim from Horsham District Council.

**8.2 VILLAGE CENTRE UPDATE**

To receive an update from Working Party representatives, including the timeline plan and cost projections.

**9 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JANUARY**

Consider the Parish Council's response to Horsham District Council on the following

planning applications:

Application	Address	Details
DC/18/2683	86 Thelton Avenue	Surgery to 1 x Oak
DC/19/0052	54 Old Guildford Road	Loft Conversion
DC/19/0112	2 Harding Lane	2 Additional windows and external flue to be fitted

## 10 FINANCE AND ESTABLISHMENT

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 January 2019.

### 10.3 FINANCE UPDATE

To receive an update from the Clerk.

### 10.4 S106 UPDATE

To receive an update on S106 funds available and to agree if appropriate to commence the activities required in order to apply for funds for the Ducky and the Village Centre Playgrounds.

### 10.5 EXTERNAL AUDIT – NOTICE OF CONCLUSION

To receive and approve the external audit notice of conclusion.

### 10.6 Q3 VAT RECLAIM

To agree the VAT return for Q3 of 2018/19 for submission to HMRC.

## 11 TREE INSPECTION

To receive quotes and select a contractor to carry out an inspection of Parish Council trees.

## 12 GRASS CUTTING

To receive quotes and select a contractor to carry out the grass cutting services for the village for 2019.

## 13 YOUTH SERVICES

To receive an update from the quarterly Horsham Matters meeting and agree the contract and costs for 2019/20.

## 14 ALLOTMENTS

To agree the recommendation from the Recreation Committee regarding the management of allotments.

## 15 LAPTOP

To consider and agree if appropriate the purchase of a new laptop for the Clerk.

**16 COUNCILLORS TECHNOLOGY**

To consider and agree if appropriate the purchase of personal issue devices (laptop / tablet) for Councillors.

**17 CANTILEVER SWING AT CHARRINGTON WAY**

To receive a quote for a replacement cantilever swing and approve replacement or repair of current swing and associated costs.

**18 HIGHWAYS AND FOOTPATHS**

18.1 Bypass Downgrade

18.2 Community Speedwatch Scheme – update

**19 WICKHURST GREEN**

19.1 To receive an update from the Clerk on adoption of parcels of land.

19.2 To receive a written update from Countryside Properties on outstanding issues.

**20 LIGHTING AT THE DUCKY**

Communication received regarding street lighting by the Ducky, Broadbridge Heath Road.

**21 GRANT APPLICATION**

To consider and agree if appropriate the grant application received from BBH Magazine for 2019/20.

**22 VILLAGE MAP**

To agree the village map for display in the noticeboard outside the One Stop shop.

**23 CONSULTATIONS, MEETINGS AND ACTIVITIES**

**23.1. Association of Parish Councils Aviation Group (APCAG)**

Consideration of involvement with APCAG

**23.2 HORSE CHESTNUT TREE**

Consider and accept if appropriate the gift of a Horse Chestnut Tree for the Ducky, from a resident.

**23.3 INVITATION TO THE SUSSEX POLICE COMAND AND CONTROL CENTRE**

To receive an invitation for Councillors to visit the Sussex Police Command and Control Centre.

**23.4 SOFT SAND REVIEW CONSULTATION**

To consider response to the WSCC Soft Sand Review Consultation.

**23.5 LITTER BY THE FORD GARAGE**

To agree if appropriate writing to the manager at Hendey Ford garages regarding the litter gathered at the back of the garage, on behalf of the Parish Council.

**23.6 Strategic Housing and Employment Availability Assessment (SHELAA) Housing Report**

To receive the report and Clerk to collate any comments.

**24 SOCIAL MEDIA**

To agree Social Media Messages from the meeting.

**25 RECRUITMENT AND STAFFING\*\***

To receive updates, discuss and if relevant make decisions regarding the following:

**25.1 MATTERS RELATING TO PERSONNEL**

To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.

**25.2 PENSION**

To receive an update on the LGPS

**26 DATES OF NEXT MEETINGS:**

Parish Council Meeting – 4<sup>th</sup> of March

Recreation Committee – 11<sup>th</sup> of February

Finance and Establishment Committee – 29<sup>th</sup> of April

\*\* 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