



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **St John's Community Hall** on **MONDAY 13th of May 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: *J Ball*

J Ball (Clerk) – 7th May 2019

Prior to the meeting starting, Declarations of Acceptance must be signed by all members present before they take their seat

Members of press and public welcome

- 1 ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 2 APOLOGIES AND REASON FOR ABSENCE**
To receive and agree any apologies for absence and document the reasons for such.
- 3 COUNCILLOR PAPERWORK**
To receive members interests and authorisation to be summoned to meetings by email
- 4 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.
- 5 PUBLIC SPEAKING**
- 6 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY**
To receive announcements from the Chairman of the Council.
- 7 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**
To approve the minutes from the Parish Council meeting held on Monday 1st of April 2019.
- 8 COMMITTEE MINUTES**
To receive and adopt the minutes from the Finance and Establishment Committee Meeting held on Monday the 29th of April 2019.
- 9 EXISTING COMMITTEES**
Review of existing Committees to be followed by the nomination and appointment of a Chairman to the same, to also agree corresponding SSALC training course attendance.

9.1 Recreation and Environment Committee – 6 members

9.2 Finance and Establishment Committee – 6 members

9.3 Planning Committee – 6 members

9.4 Terms of Reference for these Committees (it is recommended that these matters are agreed at the first meeting of these committees)

10 WORKING PARTIES

Review of current working party representation and approval to establish new working parties

10.1 Village Centre Working Party – 3 members;

10.2 Village Fete Working Party;

10.3 Others as agreed

11 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Election of council representatives on outside bodies and arrangements for reporting back

11.1 Horsham Association of Local Councils (HALC) and County Local Committee (CLC);

11.2 Representative on Broadbridge Heath Tennis Club & Cricket Club;

11.3 Village Centre Management Committee (Observer);

11.4 Community Youth Work Representative (Review Meetings);

11.5 Age UK Village Agent Representative (Review Meetings);

11.5 Others as agreed

12 COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors.

13 THE VILLAGE CENTRE**

13.1 VILLAGE CENTRE REDEVELOPMENT INVOICES

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

13.2 VILLAGE CENTRE UPDATE

To receive an update from Working Party representatives.

13.3 VILLAGE CENTRE RECREATIONAL GROUND

To receive an update on the VC land ownership / management and agree next steps.

14 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN APRIL/MAY

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

Application	Address	Details
DC/19/0538	15 Cheesmer Way	Single storey rear extension
DC/19/0731	Wickhurst Square	Several variations
DC/19/0519	1 Farley Close	Single Storey extension
DC/19/0858	14 Bentley Gardens	Erection of a rear Orangery
DC/19/0901	25 Church Road	Conversion of garage
DC/19/0853	67 Old Guilford Rd	Loft conversion

15 FINANCE AND ESTABLISHMENT

To consider and if appropriate approve the following:

15.1 ADDITIONAL HOURS FOR STAFF

Additional hours for staff employed by Broadbridge Heath Parish Council.

15.2 PAYMENTS FOR APRIL / MAY 2019

Payment for invoices received in April and prior to the 13th of May 2019.

15.3 YEAR END ACCOUNTS

To receive an update from the Clerk on the year end accounts, including the bank reconciliation at the 31st of March.

16 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19

16.1 To approve the annual governance statement

16.2 To approve the accounting statements

16.3 To approve the period of electors rights

17 ANNUAL PARISH MEETING

To consider and approve the publicity for the annual parish meeting on the 20th of May.

18 TREE SURVEY WORKS

To receive 3 quotes for the works identified in the tree survey and agree contractor to carry out these works and cost.

19 WICKHURST GREEN

19.1 Playparks

19.2 Parish Council office and parcels of land

20 POLICIES

20.1 To agree the Facebook policy.

20.2 To agree the Grants and Donations policy.

21 HIGHWAYS AND FOOTPATHS

21.1 To receive an update on the Traffic Calming.

21.2 To receive an update on the issues raised about Sleets Road and Swann Way regarding signage and parking.

23 CONSULTATIONS, MEETINGS AND ACTIVITIES

23.1 Website – to receive an update and view the new site.

23.2 Newsletter

24 GRANT APPLICATION

To receive and approve if appropriate a grant application from BBH FC Jnrs.

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.

26 DATE OF NEXT MEETING:

Annual Parish Meeting on Monday 20th May at 7.45pm

** 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