



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 3rd of JUNE 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) – 27th May 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 13th of May 2019

6 COMMITTEE MINUTES

None

7 COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors.

8 AGE UK VILLAGE AGENT

Introduction and update from Age UK.

9 THE VILLAGE CENTRE**

9.1 VILLAGE CENTRE REDEVELOPMENT INVOICES

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

9.2 VILLAGE CENTRE UPDATE

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

9.3 VILLAGE CENTRE RECREATIONAL GROUND

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

10 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MAY

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

Application	Address	Details
DC/19/1026	12 Heydon Way	Loft conversion
DC/19/1066	73 Charrington Way	Garage conversion
DC/19/1063	38 Carter Drive	Garage conversion

11 FINANCE AND ESTABLISHMENT

To consider and if appropriate approve the following:

11.1 ADDITIONAL HOURS FOR STAFF

Additional hours for staff employed by Broadbridge Heath Parish Council.

11.2 PAYMENTS FOR MAY 2019

Payment for invoices received in May 2019.

11.3 FINANCE UPDATE

To receive an update from the Clerk.

11.4 GDPR

Consider and approve if appropriate 12 months data protection officer support quote.

11.5 2018/19 Q4 VAT RETURN

To agree the 2018/19 Q4 VAT Return for submission to HMRC.

12 GENERAL POWER OF COMPETENCE

To agree if appropriate to adopt the general power of competence.

13 PLAYPARKS

To receive an update on the playpark projects.

14 COUNCILLOR VACANCIES

To agree if appropriate to advertise the two councillor vacancies.

15 TELEPHONE BOX

To consider adopting the telephone box from BT, and Gala Association proposal for use as a book exchange point.

16 HIGHWAYS AND FOOTPATHS

Bypass Downgrade update

17 WICKHURST GREEN

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

17.2 To agree if appropriate for the Gala Association to use the Parish Council Office Building address ('care of').

17.3 Neighbourhood Centre Design – feedback on landscaping information.

17.4 Bus route proposal

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

18 POLICIES

To review and adopt the Facebook policy.

19 VILLAGE FETE

To agree any recommendations from the working party regarding arrangements for the village fete.

20 WORK PLANNER

To review the work planner and agree prioritisation.

21 GRANT APPLICATIONS

21.1 To consider and agree if appropriate the grant application from Broadbridge Heath Community Speedwatch.

21.2 To consider and agree if appropriate the grant application from 4 Sight Vision Support.

22 CONSULTATIONS, MEETINGS AND ACTIVITIES

22.1 Summer Newsletter

22.2 NALC Conferences

22.3 West Sussex Adult Social Care Vision and Strategy Event

22.4 North Horsham correspondence regarding the proposed Refuse and Recycling Facility.

22.5 Armed Forces Covenant – proposal to fly the Union Jack for 7 days starting on the 6th of June.

23 SOCIAL MEDIA

To agree Social Media Messages from the meeting.

24 RECRUITMENT AND STAFFING**

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

24.1 MATTERS RELATING TO PERSONNEL

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

24.2 CILCA - ASSISTANT CLERK

To agree if appropriate CiLCA study hours, and fee, for the Assistant Clerk.

24.3 ASSISTANT CLERK MOBILE PHONE

To agree if appropriate for the purchase of a mobile phone for the Assistant Clerk.

25 DATES OF NEXT MEETINGS:

Parish Council Meeting – 1st of July

Recreation Committee – 17th of June

Finance and Establishment Committee – 15th of July

** 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