



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk

clerk@broadbridgeheath-pc.gov.uk

☎ 07716 130103

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 4th of NOVEMBER 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) – 25th of October 2019

- | | | |
|----------|--|-------------------------|
| 1 | PUBLIC SPEAKING | 19.45-
20.00 |
| 2 | APOLOGIES AND REASON FOR ABSENCE

To receive and agree any apologies for absence and document the reasons for such. | 20.00-
20.05 |
| 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. | 20.05-
20.10 |
| 4 | 4 THE YOUTH

To receive an overview from 4 The Youth on the youth services in the village. | 20.10-
20.30 |
| 5 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 20.30-
20.35 |
| 6 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

To approve the minutes from the Parish Council meeting held on Monday 7 th of October. | 20.35-
20.40 |
| 7 | COMMITTEE MINUTES

To approve the minutes from the Finance and Establishment Committee meeting held on Monday 14 th of October and the Recreation Committee Minutes from the 16 th of September. | 20.40-
20.45 |
| 8 | COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors. | 20.45-
20.55 |
| 9 | THE VILLAGE CENTRE** | 20.55- |

21.10

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 including budget report.

9.3 VILLAGE CENTRE RECREATIONAL GROUND

To sign the memorandum of agreement between the Parish Council and the Village Centre trustees for managing the land.

9.4 ACCESS TO THE RECREATION GROUND

To agree the cost of creating a temporary vehicle access point to the recreation ground, and to agree the pedestrian and permanent vehicle access points for quotes to be obtained.

10 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER

**21.10-
21.15**

Application	Address	Details
DC/19/1897	Land at Wellcross Farm	Retirement village 146 units

11 FINANCE AND ESTABLISHMENT

**21.15-
21.25**

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 NOVEMBER 2019

Payment for invoices received in October 2019.

11.3 FINANCE UPDATE

To receive an update from the Clerk.

11.4 2019-20 Q1 VAT RETURN

To agree the 2019/20 Q1 and Q2 VAT Return for submission to HMRC.

11.5 To agree the 2018/19 audit notice of conclusion.

12 PERSONEL COMMITTEE

**21.25-
21.30**

To agree the terms of reference and membership of the committee.

13 COUNCILLOR ALLOWANCES

**21.30-
21.35**

To agree annual councillor allowances.

14 TENNIS CLUB AGREEMENT

**21.35-
21.40**

To sign the agreement with the Tennis Club for 2019-2029.

- | | | |
|-----------|--|-------------------------|
| 15 | HIGHWAYS AND FOOTPATHS | 21.40-
21.45 |
| | 15.1 Bypass Downgrade update. | |
| | 15.2 To agree a quote for £560 to clear the kerbs / gullies. | |
|
 | | |
| 16 | WICKHURST GREEN AND SOLOMONS SEAL | 21.45-
21.55 |
| | 16.1 To receive an update from the Clerk. | |
| | 16.2 To agree membership of the working party. | |
| | 16.3 Parish council office building. | |
| | 16.4 Sponsorship for Christmas Tree. | |
|
 | | |
| 17 | CONSULTATIONS, MEETINGS AND ACTIVITIES | 21.55-
22.00 |
| | 17.1 VE Day 2020 - Friday the 8 th of May. | |
| | 17.2 11/11 arrangements | |
|
 | | |
| 18 | PARISH COUNCIL VEHICLE | 22.00-
22.05 |
| | To consider the purchase of a maintenance vehicle and funding options. | |
|
 | | |
| 19 | MEETING DATES FOR 2020 | 22.05-
22.10 |
| | To agree the proposed meeting dates for 2020. | |
|
 | | |
| 20 | SOCIAL MEDIA | 22.10-
22.15 |
| | To agree Social Media Messages from the meeting. | |
|
 | | |
| 21 | RECRUITMENT AND STAFFING** | 22.15-
22.20 |
| | To receive updates, discuss and if relevant make decisions regarding the following: | |
| |
MATTERS RELATING TO PERSONNEL | |
| | To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters. | |
| |
SALARY AND WORKING HOURS | |
| | To agree the Assistant Clerk and Clerk rates of pay and hours based on the circulated report. | |
|
 | | |
| 22 | DATES OF NEXT MEETINGS: | |
| | Parish Council Meeting – 2 nd of December | |
| | Recreation Committee – 16 th of December | |

Finance and Establishment Committee – 18th of November

** 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.