



Broadbridge Heath Parish Council

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 ONLINE PARISH COUNCIL MEETING on MONDAY 18th of MAY 2020 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 remain and observe the rest of the meeting.

To join the meeting:

Join Zoom Meeting from your laptop, tablet or smartphone using Meeting ID: 874 1064 6585.

New to Zoom?

Use this link to install the app <https://www.zoom.us/>

Members of the public or press should send an email to the Clerk, in advance of the meeting, to request an access password.

Signed: *Lucinda Edwards*

Lucinda Edwards (Clerk) – 12th of May 2020

1	PUBLIC SPEAKING	19.45- 20.00
2	APOLOGIES AND REASON FOR ABSENCE	20.00- 20.05
	To receive and agree any apologies for absence and document the reasons for such.	
3	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES	20.05- 20.10
	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	20.10- 20.15

To receive announcements from the Chairman of the Council.

5 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING 20.15-20.20

To approve the minutes from the Parish Council meeting held on Tuesday 17th March 2020.

6 COUNTY AND DISTRICT COUNCILLORS REPORTS 20.15-20.20

To receive an update from County and District Councillors.

7 DELEGATION PROCESS 20.20-20.30

7.1 To receive an update from the Clerk and approve, if appropriate, amendments to the delegation process.

7.2 To receive a report on circulated consultations and to ratify decisions.

8 THE VILLAGE CENTRE 20.30-20.35**

8.1 VILLAGE CENTRE REDEVELOPMENT INVOICES

9 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL 20.35-20.40

Application	Address	Details
DC/20/0806	98 Billingshurst Road	Erection of a two storey side extension and installation of two dormers to front elevation

10 FINANCE AND ESTABLISHMENT 20.40-20.50

To consider and if appropriate approve the following:

10.1 PAYMENTS FOR APRIL AND MAY 2020

To ratify the payment lists authorised remotely in April and May.

10.2 INTERNAL AUDIT REPORT

10.3 YEAR END ACCOUNTS

To receive an update from the RFO on the year end accounts, including the bank reconciliation at the 31st of March 2020.

11	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20. 11.1 To approve the annual governance statement 11.2 To approve the accounting statements 11.3 To approve the period of electors rights	20.50- 21.00
12	4 THE YOUTH CONTRACT To agree the contract and costs for the provision of youth services for 2020 – 21.	21.00- 21.05
13	GRANT APPLICATIONS 13.1 To receive and approve if appropriate a grant application from BBH FC Jnrs 13.2 To receive and approve if appropriate a grant application from 4Sight	21.05- 21.10
14	HIGHWAYS AND FOOTPATHS 14.1 To receive an update from the Clerk on communications received from residents and associated actions. 14.2 To consider, and approve if appropriate for the Clerk to investigate costings and permissions details to install bollards to restrict un-authorised vehicular access at the closed section of Old Guildford Road.	21.10- 21.20
15	WICKHURST GREEN AND SOLOMONS SEAL 15.1 To receive an update from the Clerk. 15.2 Parish Office adoption - To consider and approve, if appropriate, for the Clerk to use delegated authority to instruct a surveyor at the appropriate time, to a maximum cost of £1,000.	21.20- 21.30
16	CONSULTATIONS, MEETINGS AND ACTIVITIES 16.1 Editorial Working Party To consider and agree if appropriate to establish a new Editorial working party.	21.30- 21.35
17	COVID19 FUNDRAISING APPEAL 17.1 To receive an update on the setting up of the host account for volunteer	21.35- 21.40

funding.

17.2 To consider and agree if appropriate a donation to the cause.

18 SOCIAL MEDIA

**21.40-
21.45**

To agree Social Media Messages from the meeting.

19 RECRUITMENT AND STAFFING**

**21.45-
21.50**

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.

20 DATES OF NEXT MEETINGS:

To consider and agree, if appropriate, the proposed schedule of future meetings:

Parish Council Meeting – Monday 6th July

Parish Council Meeting – Monday 7th September

** 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.