



# Broadbridge Heath Parish Council

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

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To all Councillors - **You are hereby summoned to the ONLINE PARISH COUNCIL MEETING** on **MONDAY 20<sup>th</sup> of JULY 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: 399 976 6187.*

*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) – 14<sup>th</sup> of July 2020**

- |          |   |                         |
|----------|---|-------------------------|
| <b>1</b> | <b>PUBLIC SPEAKING</b>  | <b>19.45-<br/>20.00</b> |
| <b>2</b> | <b>APOLOGIES AND REASON FOR ABSENCE</b>   | <b>20.00-<br/>20.00</b> |
|          | To receive and agree any apologies for absence and document the reasons for such.   |                         |
| <b>3</b> | <b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>   | <b>20.00-<br/>20.05</b> |
|          | 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. |                         |
| <b>4</b> | <b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>  | <b>20.05-<br/>20.10</b> |
|          | To receive announcements from the Chairman of the Council.  |                         |

- 5 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** **20.10-20.15**  
To approve the minutes from the Extraordinary Parish Council meeting held on Tuesday 8<sup>th</sup> July 2020.
- 6 COUNTY AND DISTRICT COUNCILLORS REPORTS** **20.15-20.20**  
To receive an update from County and District Councillors.
- 7 HIGHWAYS AND FOOTPATHS** **20.20-20.30**  
7.1 To receive an update from Stephen Reed, WSCC.  
7.2 To receive and approve if appropriate a recommendation from the Clerk to proceed with the installation of 2 bollards to restrict un-authorised vehicular access at the closed section of Old Guildford Road.  
7.3 To receive details of concerns relating to parking and road safety issues outside the Onestop shop and agree any appropriate action.  
7.4 To receive details of resident concerns relating to safe crossing provision outside Shelley Primary and agree any appropriate action.
- 8 AGE UK** **20.30-20.35**  
To receive an update from Jo Clarke, Director of Partnerships and Localities at Age UK.
- 9 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL** **20.35-20.40**

Application	Address	Details
DC/20/1208	17 Findon Way	Fell 1 x Scots Pine
DC/20/1266	Anova House Wickhurst Lane	Replacement of materials to all windows and doors. Regrading of ground levels to provide level access
DC/19/1723	Land at Lyons Farm	(To receive an update from the Chair of the Planning Committee)

- 10 THE VILLAGE CENTRE\*\*** **20.40-20.45**  
To receive a project update
- 11 FINANCE AND ESTABLISHMENT** **20.45-20.55**  
To consider and if appropriate approve the following:  
11.1 PAYMENTS FOR JUNE AND JULY 2020

To ratify the payment lists authorised remotely in June and July.

#### 11.2 INTERNAL AUDIT REPORT

#### 11.3 YEAR END ACCOUNTS

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

<b>12</b>	<b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20.</b>	<b>20.55-21.05</b>
	12.1 To approve the annual governance statement	
	12.2 To approve the accounting statements	
	12.3 To approve the period of electors rights	
<b>13</b>	<b>4 THE YOUTH CONTRACT</b>	<b>21.05-21.10</b>
	To agree the amended contract for the provision of youth services for 2020 – 21.	
<b>14</b>	<b>GRANT APPLICATIONS</b>	<b>21.10-21.15</b>
	14.1 To receive and approve if appropriate a grant application from BBH FC Jnrs	
	14.2 To receive and approve if appropriate a grant application from West Sussex Mediation Service	
<b>15</b>	<b>RESIDENT COMMUNICATIONS</b>	<b>21.10-21.20</b>
	15.1 To receive and consider a request by a resident to plant a memorial tree.	
	15.2 To receive and consider requests by personal trainers to use Parish council owned outside spaces for training sessions	
	15.3 To receive and consider appropriate actions following concerns raised by a resident regarding the issue of dog fouling.	
<b>16</b>	<b>WICKHURST GREEN AND SOLOMONS SEAL</b>	<b>21.20-21.30</b>
	16.1 To receive an update and recommendation for next steps from the Clerk.	
	16.2 To receive quotes for hourly rates of legal fees involved in the transfer of open spaces and agree to appoint a firm.	
	16.2 Parish Office adoption – To receive an update	
<b>17</b>	<b>GDPR SUBSCRIPTION</b>	<b>21.30-21.35</b>
	To consider and approve if applicable the renewal of the GDPR subscription at a cost of £350.	

<b>18</b>	<b>CONSULTATIONS, MEETINGS AND ACTIVITIES</b>	<b>21.35- 21.40</b>
	18.1 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES Horsham Association of Local Councils (HALC) - Election of council representatives for 2020/21.	
<b>19</b>	<b>RATIFICATION OF DELEGATED DECISIONS</b>	<b>21.40- 21.45</b>
	19.1 To receive a report of decisions made using the delegation process and ratify decisions.	
<b>20</b>	<b>TRAILER FOR LITTER COLLECTION</b>	<b>21.45- 21.50</b>
	20.1 To receive an update on the agreed purchase of a trailer for the purpose of litter collection	
	20.2 To receive and approve a written quote from Cllr Paul Wales for the previously approved supply and installation of a tow bar.	
<b>21</b>	<b>SOCIAL MEDIA</b>	<b>21.50- 21.55</b>
	To agree Social Media Messages from the meeting.	
<b>22</b>	<b>RECRUITMENT AND STAFFING**</b>	<b>21.55- 22.00</b>
	To receive updates, discuss and if relevant make decisions regarding the following:	
	22.1 WORK PLANNER To receive and review the updated works planner.	
	22.2 ASSISTANT CLERK RECRUITMENT To receive and agree if appropriate a recommendation from the Clerk in relation to the recruitment process.	
	22.3 MATTERS RELATING TO PERSONNEL To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.	
<b>23</b>	<b>DATES OF NEXT MEETINGS:</b>	
	To consider and agree, if appropriate, the proposed schedule of future meetings:	
	Parish Council Meeting – Monday 7 <sup>th</sup> September Personnel Committee Meeting – Monday 14 <sup>th</sup> September Recreation Committee Meeting – Monday 21 <sup>st</sup> 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.