



# 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 7<sup>th</sup> of SEPTEMBER 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) – 2<sup>nd</sup> of September 2020**

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|----------|---|-------------------------|
| <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.  |                         |

<b>5</b>	<b>MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b>	<b>20.10- 20.15</b>
	To approve the minutes from the Parish Council meetings held on Tuesday 8 <sup>th</sup> July 2020 and Monday 20 <sup>th</sup> July.	
<b>6</b>	<b>COMMITTEE MINUTES</b>	<b>20.15 20.20</b>
	To receive and adopt the minutes from the Personnel Committee Meeting held on the 1 <sup>st</sup> of June.	
<b>7</b>	<b>COUNTY AND DISTRICT COUNCILLORS REPORTS</b>	<b>20.20- 20.30</b>
	To receive an update from County and District Councillors.	
<b>8</b>	<b>AGE UK</b>	<b>20.30- 20.40</b>
	To receive an update from Stacey Cullen, Development Manager at Age UK and consider a proposal to increase services due to Covid19 additional resource requirements.	
<b>9</b>	<b>HIGHWAYS AND FOOTPATHS</b>	<b>20.40- 20.45</b>
	9.1. To receive an update on matters relating to highways. 9.2 To receive an update on matters relating to HGVs accessing Field Place and agree next steps.	
<b>10</b>	<b>PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL</b>	<b>20.45- 20.50</b>

Application	Address	Details
DC/20/1627	67 Shelley Drive	Surgery to 2 x Oaks
DC/20/1592	Newbridge Nurseries, Billingshurst Road	Erection of a hand car wash and valet facility

<b>11</b>	<b>THE VILLAGE CENTRE**</b>	<b>20.50- 20.55</b>
	To receive a project update	
<b>12</b>	<b>FINANCE AND ESTABLISHMENT</b>	<b>20.55- 21.00</b>
	12.1 PAYMENTS FOR AUGUST AND SEPTEMBER 2020 To ratify the payment lists authorised remotely in August and September.	
<b>13</b>	<b>WICKHURST GREEN AND SOLOMONS SEAL</b>	<b>21.00- 21.05</b>
	To receive an update and recommendation for next steps from the Clerk.	
<b>14</b>	<b>PARISH OFFICE ACQUISITION</b>	<b>21.05-</b>

14.1	To receive updates and receive recommendations for next steps on:	<b>21.15</b>
14.1.2	Survey report	
14.1.3	Maintenance charges	
14.2	To consider, and approve if applicable, to delegate the authorisation of the final handover instruction and associated documentation to the Parish Office working party and any other delegated options the council considers appropriate to secure the ownership of the office and associated land	
<b>15</b>	<b>LANDSCAPING AT THE TRIANGLE</b>	<b>21.15-</b>
	To receive, and approve if appropriate, a recommendation from the Recreation Committee for landscaping works at the triangle.	<b>21.25</b>
<b>16</b>	<b>RATIFICATION OF DELEGATED DECISIONS</b>	<b>21.25-</b>
	16.1 To receive a report of decisions made using the delegation process and ratify decisions.	<b>21.30</b>
<b>17</b>	<b>SOCIAL MEDIA</b>	<b>21.30-</b>
	To agree Social Media Messages from the meeting.	<b>21.35</b>
<b>18</b>	<b>RECRUITMENT AND STAFFING**</b>	<b>21.35-</b>
	To receive updates, discuss and if relevant make decisions regarding the following:	<b>21.50</b>
	18.1 WORK PLANNER	
	To receive and review the updated works planner.	
	18.2 ASSISTANT CLERK RECRUITMENT	
	To receive and agree if appropriate a recommendation from the Personnel Committee on the appointment to this post and associated terms and conditions.	
	18.3 MATTERS RELATING TO PERSONNEL	
	To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.	
<b>19</b>	<b>DATES OF NEXT MEETINGS:</b>	
	Recreation Committee Meeting – Monday 21 <sup>st</sup> September	
	Parish Council Meeting – Monday 5 <sup>th</sup> October	
	Finance and Establishment Meeting – Monday 19 <sup>th</sup> October	
	Personnel Committee Meeting – Monday 23 <sup>rd</sup> 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.