



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 ONLINE PARISH COUNCIL MEETING on MONDAY 5th of OCTOBER 2020** commencing at **7.45pm**. 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) – 28th of September 2020

- | | | |
|----------|--|-------------------------|
| 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. | |
| 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. | 20.00-
20.05 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

To approve the minutes from the Parish Council meeting held on Monday 7 th September. | 20.05-
20.10 |
| 6 | COMMITTEE MINUTES | |

None.

7 COUNTY AND DISTRICT COUNCILLORS REPORTS 20.10-20.20

To receive an update from County and District Councillors.

8 BUS LINK 20.20-20.25

To approve a joint letter to WSCC regarding the Provision of Bus Link at the Neighbourhood Centre

9 HIGHWAYS AND FOOTPATHS 20.25-20.35

- 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.
- 9.3 To receive an update on matters relating to parking outside the Coop and agree next steps
- 9.4 To receive an update on matters relating to parking outside the One-stop and agree next steps

10 PLANNING 20.35-20.40

10.1 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL

Application	Address	Details
DC/20/1459	Broadbridge Park Care Home, Chantry Court	Internal alterations to the second floor to provide accommodation and addition of dormers to the roofscape
DC/20/1705	30 Old Guildford Road	Erection of a single storey rear extension
DC/20/1747	Ash Cottage, Church Lane	Surgery to 1 x Ash
DC/20/1754	92 Sullington Mead	The erection of a single storey rear extension with internal alterations

10.2 PLANNING WHITE PAPER

To receive an update and consider a Council response to the consultation.

11 FINANCE AND ESTABLISHMENT 20.40-20.55

11.1 PAYMENTS FOR SEPTEMBER AND OCTOBER 2020

To ratify the payment lists authorised remotely in September and October.

11.2 NALC SALARY SCALES

To agree a recommendation from the Personnel Committee to adopt the NALC Salary scales for 2020/21.

11.3 BANK SIGNATORIES

To approve for the Clerk to become a signatory on the Co Op main account and a named person on the Nationwide and Lloyds accounts, as is the current status for the RFO.

11.4 RFO END OF CONTRACT

To approve the removal of the RFO from the accounts as of 1/1/21.

11.5 INTERIM AUDIT

To consider and agree if appropriate for the interim (mid-year) audit and year end audits to be conducted by Mark Mulberry.

12	WICKHURST GREEN AND SOLOMONS SEAL To receive an update and recommendation for next steps from the Clerk.	20.55- 21.00
13	PARISH OFFICE ACQUISITION To receive updates and receive recommendations for next steps	21.00- 21.05
14	CRICKET CLUB 14.1 To consider if the Parish Council intention to renew the Cricket Club lease, due for renewal in September 2022, subject to a review of the terms of the lease. 14.2 To consider a response to a Section 106 consultation following an application for funds by the Cricket Club.	21.05- 21.10
15	PARISH COUNCIL INSURANCE To receive insurance renewal quotes.	21.10- 21.15
16	TREE SURVEY To receive quotes and select a contractor to carry out an Autumn/Winter inspection of Parish Council trees.	21.15- 21.20
17	COVID-19 FUNDRAISING APPEAL To receive an update and to consider the options for the unspent funds.	21.20- 21.25
18	HALC/WSALC COMMUNIQUE To receive a commune from HALC.	21.25- 21.30
19	UPRISE REFERENCE To consider and approve if appropriate a written reference.	21.30- 21.35
20	UNION FLAG To consider flag flying protocol during the continuing pandemic	21.35- 21.40
21	COMMUNICATIONS STRATEGY WORKSHOP To consider and approve if appropriate a workshop for members and officer.	21.40- 21.45
22	RATIFICATION OF DELEGATED DECISIONS To receive a report of decisions made using the delegation process and ratify decisions.	21.45- 21.50

- | | | |
|-----------|---|-------------------------|
| 23 | SOCIAL MEDIA
To agree Social Media Messages from the meeting. | 21.50-
21.55 |
| 24 | RECRUITMENT AND STAFFING**

To receive updates, discuss and if relevant make decisions regarding the following:
24.1 WORK PLANNER
To receive and review the updated works planner.

24.2 MATTERS RELATING TO PERSONNEL
To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters. | 21.55-
22.00 |
| 25 | DATES OF NEXT MEETINGS:

Finance and Establishment Meeting – Monday 19 th October
Parish Council Meeting – Monday 2 nd November
Personnel Committee Meeting – Monday 23 rd November
Recreation Committee Meeting – Monday 14 th December | |

** 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.