



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk

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07716 130103

PO Box 1009, Cowfold, Horsham, RH12 9RX

To all Councillors - **You are hereby summoned to the ONLINE PARISH COUNCIL MEETING on MONDAY 2nd of NOVEMBER 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) – 27th of October 2020

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| 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 5 th October. | 20.05-
20.10 |
| 6 | COMMITTEE MINUTES
To approve the minutes from the Recreation and Environment Committee meeting held on Monday 9 th March. | |

7	COUNTY AND DISTRICT COUNCILLORS REPORTS	20.10-20.20
	To receive an update from County and District Councillors.	
8	COMMUNICATIONS STRATEGY	20.20-20.30
	8.1 To receive an update regarding the workshop.	
	8.2 To receive an introductory presentation by the Assistant Clerk	
9	COVID19 COMMUNITY HUB VOLUNTEERS/COMMUNITY RESILIENCE	20.30-20.40
	9.1 To receive an update from the Clerk and recommendations on potential ways to support the community during and following the pandemic.	
	9.2 To approve any such agreed expenditure	
10	HIGHWAYS AND FOOTPATHS	20.40-20.45
	10.1. To receive an update on matters relating to highways.	
	10.2 To receive details of a request by residents for the addition of yellow lines at the entrance to Newbridge Close.	
11	PLANNING	
	11.1 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL	20.45-20.55

Application	Address	Details
DC/20/1724	139 Churchill Way	Erection of an orangery to the rear.
DC/20/1839	61 Billingshurst Road	Application to confirm the completion of building works (including the installation of a rear dormer and extension to loft space and create additional bedroom) on a date four years previous (Certificate of Lawful Development - Existing)
DC/20/1927	3 Singleton Road	Construction of a mobile log cabin for ancillary use.
WSCC/049/20	Land at Highwood Village, East of A24, Horsham RH12 1GF	Erection of Horsham Fire Station and Training Centre, including training buildings, ancillary buildings, landscaping, access and emergency access onto A24

12	FINANCE AND ESTABLISHMENT	20.55-21.05
	12.1 PAYMENTS FOR NOVEMBER 2020	

To ratify the payment lists authorised remotely in November.

12.1 2020-21 Q1 and Q2 VAT RETURN

To agree the 2020/21 Q1 and Q2 VAT Return for submission to HMRC.

12.3 FINANCE UPDATE - To receive an update from the RFO.

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| 13 | WICKHURST GREEN AND SOLOMONS SEAL
To receive an update and recommendation for next steps from the Clerk. | 21.05-
21.10 |
| 14 | PARISH OFFICE ACQUISITION
14.1 To receive an update and a recommendation for next steps to progress the transfer
14.2 To approve delegated authority to the Clerk, The Chairman and the Vice Chair approve the final draft and for these two councillors to execute the transfer. | 21.10-
21.20 |
| 15 | VILLAGE CENTRE VEHICULAR ACCESS
To receive a recommendation to appoint a surveyor to draw up the access plans and assist with the planning application. | 21.20-
21.25 |
| 16 | PARISH COUNCIL INSURANCE
To receive an update relating to the cover of volunteers and agree any required actions. | 21.25-
21.30 |
| 17 | WSALC VALUE FOR MONEY REVIEW AND AGM
17.1 To receive an update on communications received and agree on any responses required
17.2 To agree a response to the circulated consultation from WSALC
17.3 To consider and agree levels and methods of communication to members
17.4 To consider Parish Council representation at the WSALC AGM and forum and any questions to raise ahead of the meeting. | 21.30-
21.35 |
| 18 | CHARRINGTON WAY FENCE
To receive quotes for the replacement of the fence at Charrington Way and approve a contractor for the works. | 21.35-
21.40 |
| 19 | CHRISTMAS TREE AND DECORATIONS
To receive and agree if appropriate a recommendation from the Clerks and approve expenditure from the previously received sponsorship funding. | 21.40-
21.45 |
| 20 | PHOTOGRAPHY COMPETITION
To receive a recommendation from the Assistant Clerk and agree prizes and a budget for displaying the winning entries. | 21.45-
21.50 |
| 21 | DELEGATED AUTHORITIES

21.1 To receive a report of decisions made using the delegation process and ratify decisions.
21.2 To agree best practice procedures for routine/essential maintenance tasks. | 21.50-
21.55 |
| 22 | SOCIAL MEDIA
To agree Social Media Messages from the meeting. | 21.55-
22.00 |

23 RECRUITMENT AND STAFFING**

**22.00-
22.05**

To receive updates, discuss and if relevant make decisions regarding the following:

23.1 WORK PLANNER

To receive and review the updated works planner.

23.2 MATTERS RELATING TO PERSONNEL

To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.

24 DATES OF NEXT MEETINGS:

Finance and Establishment Meeting – Monday 16th November

Personnel Committee Meeting – Monday 23rd November

Parish Council Meeting – Monday 7th December

Recreation Committee Meeting – Monday 14th 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.**