



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online Parish Council meeting held on  
Monday the 1<sup>st</sup> of February 2021 at 7.30pm.

**Present Were:** Cllr Terry Oliver (Chair)

Cllr Viv Edwards	Cllr Roy Neilson
Cllr Ian Blunnie	Cllr Penny Hayles
Cllr Christine Knight	Cllr Paul Wales
Cllr David Milbank	Cllr Geoff Clark
Cllr David Trangmar	

**Clerk:** Lucinda Edwards

**Members of the Public:** None

**District Council Officer:** Adrian Smith, HDC, Major Applications Team Leader

**Press:** None

**025/21 PUBLIC SPEAKING**

None

**026/21 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were noted from Cllr Jeanne Coker, Cllr Emily McGowan, Cllr Louise Potter, District Cllr Matt Allen and County Cllr Christian Mitchell.

**027/21 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

Cllr Oliver declare an interest in item 20 due to his position on the board of WSALC and SSALC.

**028/21 CHAIRMAN'S ANNOUNCEMENTS**

Members **AGREED** a motion proposed to send a card to Cllr Coker.

**029/21 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** by all present that the minutes of the Parish Council meetings held on Monday the 7<sup>th</sup> of December 2020 and Monday 4<sup>th</sup> January 2021 be accepted as a true and correct record of the meeting. Cllr Oliver signed the minutes. (*Proposed: CK, Seconded: IB*)

**030/21 COMMITTEE MINUTES**

It was **RESOLVED** by all present to receive and adopt the minutes from the Personnel Committee Meeting held on the Monday 23<sup>rd</sup> November 2020. (*Proposed PW, Seconded: CK*).

**031/21 CLERK UPDATE**

The Clerk updated as below:

- No progress as yet on the SIDS – awaiting WSCC advice on positioning
- Regularity of bus shelter cleaning contract has been queried and awaiting a response.

- The precept letter has been returned to HDC
- The interim audit is complete. The report will be reviewed by the Finance and Establishment Committee
- A draft letter to WSCC has been drawn up by the consultants regarding the VC access clarifying requirements.

032/21

## DISTRICT AND COUNTY COUNCILLOR REPORTS

### Please refer to reports

Members **NOTED** the circulated reports.

It was **AGREED** for the Clerk to enquire as to whether a District Planning Officer can attend the next Parish Council meeting ahead of 25<sup>th</sup> March, the new provisional date set for the agreement of the regulation 19 Local Plan document.

033/21

## WICKHURST GREEN PARCELS OF LAND

Members were updated by Adrian Smith as below:

- HDC have confirmed that they will be retaining Highwood Hill
- A red line boundary drawing has been requested from CPPLC to identify full the areas of responsibility with the structural landscaping
- CPPLC have been asked to provide the details of the S104 agreement with Southern Water to identify the extent of maintenance responsibility of the adopter.
- Natural England – License relating to the Greater Crested Newt. Full details have been requested in order to clarify the details of this license and if future maintenance is subject to this.
- The allotments site completion date is estimated to be the end of February, possibly going into March.
- HDC is awaiting details from CPPLC as to when the Year 1 tree works will be carried out.
- The benches for SL8 are on order

It was **AGREED** for the Clerk to:

- liaise with the insurers to get an indicative guide to how the policy may be impacted by all acquisitions, but specifically the attenuation basins.
- Invite Grastex informally to provide an indicative costing for future maintenance of the parcels of land

Adrian Smith confirmed that he would be attending the next Parish Council meeting to update members further. Cllr Oliver thanked Adrian Smith for attending. Adrian Smith then left the meeting.

034/21

## PARISH OFFICE

There is no further news on the Parish Office acquisition as the legal parties are still working on the covenant.

035/21

## HIGHWAYS AND FOOTPATHS

Members **NOTED** the update on the HGV situation in the District Councillor update report.

Members **NOTED** a letter received from a resident in relation to traffic calming. It was **AGREED** for the Clerk to respond to the correspondence, advising that the Parish Council is ultimately a consultee and that the infrastructure decisions are made at County level.

036/21

#### PLANNING APPLICATIONS RECEIVED BY BBHPC IN JANUARY

Application	Address	Details	Comments
DC/20/2467	9 Hares Hill Close	The removal of tree on site and erection of 2 No. double storey dwellings.	<b>OBJECTION</b> on the basis of the loss of an established oak tree, and over development of this site.
DC/20/2228	13 Mulberry Gardens	The erection of a single storey rear extension to replace existing conservatory and conversion of integral garage to habitable living space.	No objection provided there are no material objections from the adjoining properties, however comments submitted on the proposed loss of garage space putting greater pressure on the limited parking in Mulberry Gardens.
DC/20/2439	46 Sargent Way	Notification of amendment to description of this proposal.	No objection provided there are no material objections from the occupants of the adjoining property.

Members **AGREED** the above responses.

037/21

#### FINANCE AND ESTABLISHMENT PAYMENTS LISTS

Members **AGREED** to ratify the remotely approved February payment list.

Payee Name	Reference	Amount Paid	Transaction Detail
Mrs Olivia Buck	OP552		Salary and Expenses
Ms Jo Ball	OP553		Salary and Expenses
Mrs Lucinda Edwards	OP554		Salary and Expenses
Mr John Pilkington	OP555		Salary and Expenses
West Sussex LGPS	OP556	£812.00	Pensions
HMRC	OP557	£498.73	PAYE and NI
EYELEVEL DESIGN	OP538	£1,574.40	Winter Newsletter Distribution
SLCC	OP539	£90.00	Conference - Asst Clerk
SLCC	OP540	£90.00	Conference - Clerk
SSALC Ltd	OP541	£50.00	Asst Clk - Induction Training
SSALC Ltd	OP542	£36.00	Data Protection Workshop
SSALC Ltd	OP543	£36.00	Social Media Training - Oct 22
SSALC Ltd	OP544	£72.00	Comms Strategy training x2
Hags	OP545	£495.00	Cableway inspection tensioning
VISION ICT	OP546	£21.60	Hosted email account
Horsham District Council	OP547	£48.40	Refuse Collection 660l

Connect Communications	OP548	£11.99	Monthly Voicemail Service
Mulberry and co	OP549	£126.00	Payroll services
AGE UK HORSHAM	OP550	£2,957.75	Qtr 4 - Jan - Mar
Horsham Matters Ltd	OP551	£700.00	Grant - Foodbank
SSALC Ltd	OP558	£50.00	New Clerk Training for Asst Ck
Slinfold Parish Council	OP559	£330.01	Streetlight Balance
Horsham District Council	OP560	£60.50	Refuse Invoice 9080880
SURREY HILLS SOLICITORS	OP562	£663.00	Parish Office Aquisition fees

#### 038/21 **STANDING ORDERS REVIEW**

It was **AGREED** to approve the proposed changes to the Standing Orders. The updated Standing Orders were adopted. (*Proposer CK, Seconder PW*).

#### 039/21 **FINANCIAL REGULATIONS**

Members **RESOLVED** to delegate the review of the Financial Regulations to the Finance and Establishment Committee.

#### 040/21 **TREE SURVEY WORKS**

Three quotes were presented for the work to trees on parish council land as identified in the recent tree survey.

It was **AGREED** to proceed with the quote from Horsham Tree Services, at £3,185 + VAT. (*Proposed CK, Seconded PH*). It was **AGREED** that the Clerk must request a copy of the insurance certificate prior to works commencing.

#### 041/21 **FIELD PLACE CORRESPONDENCE**

Members **NOTED** the correspondence received from Field Place and it was **AGREED** to respond to the communication, acknowledging receipt of the updates and confirming that the Parish Council would be grateful for any further updates.

It was noted that the Clerk had been requested to share the initial letter sent by the Parish Council to Field Place with Warnham Parish Council. Members **AGREED** for the Clerk to do this.

It was **AGREED** to delegate to the Recreation Committee matters relating to the Ducky pond and trash screens.

#### 042/21 **COMMUNITY ENGAGEMENT**

The Clerk updated members following the recent first Community Partnership Forum, held on 26<sup>th</sup> January. A written update will be circulated to all parties.

Members were updated on potential proposals by Horsham Matters to distribute school packs.

Members discussed ongoing support for the initiatives of Horsham Matters and it was **AGREED** for the Clerk to invite all members of the partnership to apply for grants to support their activities and to provide details of how to make an application.

#### 043/21 **GRANT APPLICATION FROM BBH MAGAZINE**

It was **AGREED** to award a grant to Broadbridge Heath Magazine for £1,002.19, in respect of their magazine production and distribution within the community.  
(*Proposed IB, Seconded CK*).

**044/21      GDPR CHANGES**

The Clerk updated members on communications received in relation to Brexit and the UK now being outside of the EU, meaning that the EU General Data Protection Regulation (2016/679) is no longer directly part of the UK's body of legislation.  
It was **AGREED** for the Clerk to review privacy statements on website and amend as required.

**045/21      GRASS CUTTING 2021/22**

It was **AGREED** to continue grass cutting services with Grasstex for the 2021/22 season at the received quote of £8,177. (*Proposed GK, Seconded PH*).

**046/21      WSALC VALUE OF MONEY REVIEW**

Members received an update on the progress of the WSALC Value for Money review, the report by Colin Copus, and associated communications from SSALC and other members councils.

The WSALC AGM will be held on 25h February. As per the previously arranged AGM, 2 nominated voting members are invited to attend to represent their member councils. Members **NOTED** that Cllr Edwards and Cllr Clark have previously been nominated by members.

It was **AGREED** for Cllr Blunnie to be a third elected representative as a stand in, should the previously nominated representatives be unavailable.

An informal session for Councillors has been arranged for 18<sup>th</sup> February.

It was **AGREED** for Cllr Edwards to attend the session to represent Broadbridge Heath Parish Council.

**Cllr Clark left the meeting.**

**046/21      SOCIAL MEDIA**

It was **AGREED** for details of the Community Partnership forum and continued relevant useful advice and communications in relation to the ongoing pandemic, to be shared with the community.

**047/20      RECRUITMENT AND STAFFING**

Members **RESOLVED** to approve the renewal of Clerk's membership to SLCC.

Members **NOTED** that the role of the Responsible Finance Officer is now undertaken by the Clerk in situ.

**048/20      MEETING DATES**

Members **NOTED** the next meeting dates.

Finance and Establishment Meeting – Monday 8th February

Allotments Sub-Committee – Wednesday 10th February

Recreation Committee Meeting – Monday 22nd February

Parish Council Meeting – Monday 1st March

Personnel Committee Meeting – Monday 22nd March

**Meeting ended at 22.02**