



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online Parish Council meeting held on
Monday the 1st of March 2021 at 7.30pm.

Present Were: Cllr Terry Oliver (Chair)

Cllr Viv Edwards	Cllr Geoff Clark
Cllr Penny Hayles	Cllr David Trangmar
Cllr Christine Knight	Cllr Paul Wales
Cllr David Milbank	Cllr Louise Potter

Clerk: Lucinda Edwards

Assistant Clerk: Olivia Buck

Members of the Public: None

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

District Councillor: Cllr Matt Allen

Press: None

049/21 PUBLIC SPEAKING

None

050/21 APOLOGIES AND REASON FOR ABSENCE

Apologies and reasons for absence were noted from Cllr Emily McGowan and County Cllr Christian Mitchell.

051/21 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None.

052/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated members with regret that Cllr Ian Blunnie has resigned as Parish Councillor and wished to express thanks, on behalf of all members, to him for his time and dedication and valued contribution to the council. It was **AGREED** that a card from all members should be sent to recognise this.

053/21 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday the 1st February 2021 be accepted as a true and correct record of the meeting. One error was noted for correction on the misspelling of 'newt'. Cllr Oliver signed the minutes. (*Proposed: CK, Seconded: PH*)

It was **RESOLVED** by all present that the minutes of the Extraordinary Parish Council meeting held on Tuesday the 23rd February 2021 be accepted as a true and correct record of the meeting. Cllr Oliver signed the minutes. (*Proposed VE, Seconded: CK*).

It was **RESOLVED** by all present that the minutes of the Extraordinary Parish Council meeting held on Monday the 23rd November 2020 be accepted as a true and correct record of the meeting. Cllr Oliver signed the minutes. (*Proposed PW, Seconded: DT*).

054/21

COMMITTEE MINUTES

It was **RESOLVED** by all present to receive and adopt the minutes from the:
To receive and adopt the minutes from :

- The Recreation Committee meetings held on the 28th September, 19th October and 14th December 2020.
- The Allotments Sub-committee meetings held on 11th November 2020, 9th December 2020 and 13th January 2021.
- The Finance and Establishment Meeting held on 16th November 2020.

055/21

CLERK UPDATE

The Clerk updated as below:

- The footpath (steps/overgrowth and handrail) at the gate leading from Charrington Way to the A281 will be attended for maintenance by WSCC.
- Horsham Matters have asked for potential locations for their mobile foodbank van. CPPLC have agreed that the Parish Office parking spaces may be used for this until adoption by the PC. The Village Centre car park was indicated as another suitable location.
- Tree works (identified in the survey) have been scheduled
- Community groups have been invited to submit grant requests as appropriate

056/21

DISTRICT AND COUNTY COUNCILLOR REPORTS

District Councillor Updates

Cllr Louise Potter:

Further to disappointments with works thought to have been completed, but not, letters were written to CPPLC (and copied to MP) to request progression and find a way forward. A positive response has been noted with tree works progressing and work on the allotments resuming. Other works including the installation of benches and remedials at the play areas are underway.

Works with regards to the TRO for the bus gate to become 2-way are scheduled. At a meeting with WSCC, HDC and PC, it was deemed sensible to await the installation of the ANPR at the bus gate until the HGV TRO is in place. WSCC are collecting data prior to considering financing.

Regarding reports of vehicles parking on pavements, it is noted that whilst not breaking the law, this causes inconvenience to residents. There is currently national legislation going through which will hopefully address this issue. Meanwhile residents have been advised to report any such issues via Operation Crackdown or our PCSO.

Noise levels from Bury Hill and Horsham Stone are still causing disruption to residents. This has been taken back to compliance.

Cllr Matt Allen:

At the last meeting the budget was passed. There is a high level of revenue uncertainty due to the impact of lack of income from parking and leisure services over the past year. There is also uncertainty regarding restructuring and government policy.

The full council passed a resolution to explore the off street parking matrix.

Please refer to County Councillor report

Members **NOTED** the updates and circulated report.

057/21 WICKHURST GREEN PARCELS OF LAND

Members were updated by Adrian Smith as below:

- 11 key areas were indicated for CPPLC to complete within 2 weeks
- The year 1 tree works are scheduled to commence today (1st March)
- The intended completion date of the allotments is mid March, dependent on weather.
- The benches on SL8 have been installed
- The replacement matting at the play areas is due for delivery and install next week – the Rospa inspections will follow.
- The fallen fence panels on the bridleway have been repaired
- The legal deed of variation to enable the transfer to be direct to the Parish Council is currently with the legal teams.
- HDC requested the red line boundaries on 18th February, these are still awaited.
- With regards to the attenuation basins, it appears that Southern Water have partly adopted the pipework, and the rest will be adopted over the next couple of months. It was **AGREED** that the Parish Council should await this complete adoption prior to any progression on the decision re the adoption of the attenuation basins. It was **AGREED** for the Clerk to gather more information on attenuation basins in respect of an annual maintenance programme and a drainage survey prior to possibly acquiring them via Section 106.
- Following members concerns regarding drainage at the allotment site, reassurance that extra drainage was put in for this purpose and that planting will assist with water consumption, was provided.
- The Parish Office transfer documents have been signed by CPPLC and remain with the legal representatives.

058/21 It was **AGREED** for the Clerk to write a targeted letter to CPPLC setting out the expectations to progress the works, for review/approval via the delegated process by the Chair, Vic Chair and the Chair of Planning. (*Proposer: LP, Seconded: JC*)

The Chairman thanked Adrian Smith for attending the meeting. Adrian Smith left the meeting.

059/21 HIGHWAYS AND FOOTPATHS

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

As the Coop Car Park is private, permissions would be required from the Jaspar Group and units to make any amendments within the carpark. A TRO would be required to put a bollard in to restrict access into the carpark from the bus gate.

The police have attended site and stopped offenders. Sharing details of this illegal activity via communications may assist in reducing this.

060/21 Members considered a proposal to purchase speed awareness wheelie bin stickers for delivery to households in key roads in the village. It was felt that, due to only being visible once a week, these may not be very effective. It was **AGREED** for the Clerk to investigate 'Twenty is Plenty' signs for lamp posts in the village as a potentially more effective communication.

061/21 Members noted the earlier update regarding the footpath onto the A281 from Charrington Way recreation ground.

062/21 It was **AGREED** for the Clerk to investigate what action can be taken regarding the abandoned vehicles opposite the entrance to Laswon Hunt.

063/21 PLANNING APPLICATIONS RECEIVED BY BBHPC IN FEBRUARY

Application	Address	Details	Comments
DC/20/2332	24 Heydon Way	Loft conversion into habitable living space. Installation of 2 No. dormer windows to the rear elevation and 2 No. rooflight windows to the front elevation.	No objections provided there are no material objections from the adjoining or neighbouring properties.

Members **AGREED** the above response.

064/21 LOCAL PLAN

District Councillor Matt Allen updated that there had been delays and it is likely the dates will be pushed back.

065/21 FINANCE AND ESTABLISHMENT PAYMENTS LISTS

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

Payee Name	Reference	Transaction Detail	Amount Paid
Mr John Pilkington	OP563	Salary and Expenses	
Mrs lucinda Edwards	OP564	Salary and expenses	
Mrs Olivia Buck	OP565	Salary and Expenses	
HMRC	OP566	PAYE and NI	£418.24
West Sussex LGPS	OP567	Pension Contributions	£706.63
Viking	OP568	Office Shredder	£153.19
Sussex Land Services	OP569	Fence Ducky	£408.00
Grounds Maintenance Services	OP570	Gate and Path CW	£320.00
SLCC	OP571	CILCA Fees	£350.00
SLCC	OP572	Clerk membership	£262.00
Horsham District Council	OP573	Refuse Collection 660l	£48.40
Connect Communications	OP574	Connect Communications	£11.99
BEL SIGNS	OP575	Signage stickers	£166.80
BBH MAGAZINE	OP576	Grant BBH Mag	£1,002.19
			£6,892.89

066/21 FINANCIAL REGULATIONS

Members **RESOLVED** to approve the recommendation from the Finance and Establishment Committee to adopt the amended Financial Regulations, subject to correcting some formatting issues as identified. (*Proposer DT; Seconded CK*)

067/21 ANNUAL MEETING OF THE COUNCIL

Members received an update from the Clerk on the position regarding the holding of remote meetings.

Members **AGREED** to amend the date of the Annual Meeting of the Council to Tuesday 4th May in order to comply with the Coronavirus Act and hold the meeting by online platform.

(*Proposer VE; Seconded PH*).

Members **AGREED** to defer further decisions on the implications of legislation changes and the holding of remote meetings to the April Parish Council meeting.

068/21 DELEGATION PROCESS

Members **APPROVED** the proposed amendments to the delegation process. (*Proposed DT; Seconded CK*).

069/21 CRICKET CLUB

The Clerk updated members following a communication received from the Cricket Club and members were advised that S106 funding is being considered to fund some security provision.

The Clerk has circulated the Cricket Club lease for members to review ahead of proposals to renew the lease in April 2021.

It was **AGREED** for the Clerk to request insurance premium details relevant to the pavilion.

070/21 COMMUNITY PARTNERSHIP FORUM

Members **NOTED** the update on the monthly forum.

071/21 SMALL BUSINESS COVID GRANTS

It was **AGREED** to use the Parish Council sponsored space in the next BBH Magazine to communicate the details of the small business covid grants for the benefit of all local businesses.

072/21 GRANT APPLICATIONS

Members **RESOLVED** to defer the grant application from Shelley Primary as the completed application has not been received.

073/21 WSALC AGM

Cllr Edwards and Cllr Clark, as nominated representatives of the Parish Council, attended the WSALC AGM on 25th February and updated members as below:

- The meeting was a challenging one to chair
- Strong views were expressed
- The motions on the agenda were carried
- It remains unclear at present what the next steps may be, whether as a short term direction or longer term plans
- The Parish Council needs clarity on the way forward

The Chairman thanked Cllrs Edwards and Clark for the update.

074/21 SOCIAL MEDIA

Members received an update from the Assistant Clerk on the increasing engagement on the Parish Council Facebook page which gained 40 more followers in the last month. The 'Adopt a Street' post reached over 780 people.

Following the success of the Chairman's short video shared on social media, it was **AGREED** to continue with this approach inviting members to present short videos on relevant projects/initiatives and showing the various aspects of the council. It was suggested that the Adopt A Street initiative could be the first of these.

Other suggested items to share on social media were:

- Great British Spring Clean date and details
- Signs and stickers in play areas
- Correct use of bus lane
- Various project progress

075/21

MEETING DATES

Members **NOTED** the next meeting dates:

Allotments Sub-Committee – Wednesday 17th March
Personnel Committee Meeting – Monday 22nd March
Parish Council Meeting – Monday 12th April
Recreation Committee Meeting – Tuesday 20th April
Finance and Establishment Meeting –Monday 26th April

Meeting ended at 22.02