



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Online **Annual Parish Council** meeting held on Tuesday the 4th of May 2021 at 7.30pm.

Present Were:

Cllr Terry Oliver (Chair)

Cllr Viv Edwards
Cllr Penny Hayles
Cllr Christine Knight
Cllr Louise Potter

Cllr Geoff Clark
Cllr David Trangmar
Cllr David Milbank

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

076/21 ELECTION OF CHAIRMAN, VICE CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE

Chairman Terry Oliver (*Proposed: GC, Seconded: PH*) all in favour (Cllr Edwards to abstain from vote).

Vice Chairman Viv Edwards (*Proposed: TO, Seconded: GC*) all in favour.

Declarations of Acceptance to office for both Chairman and Vice-Chairman to be signed and returned to Clerk by hand.

077/21 APOLOGIES AND REASON FOR ABSENCE

Apologies and reasons for absence were noted from Cllr Roy Nelson, Cllr Jeanne Coker and County Cllr Christian Mitchell. Cllr Roy Nelson will be taking 3 month Leave of Absence. These were **NOTED** by members.

078/21 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Oliver noted changes given to Clerk as of 0105/21. Cllr Trangmar is a neighbour of one of the Grant Application's. These were **NOTED** by members.

079/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated members with regret that Cllr Emily McGowan has resigned as Parish Councillor and wished to express thanks, on behalf of all members, to her for her time and dedication and valued contribution to the council.

The Chairman gave a short summary of his time in Local Government positions and thanked fellow Parish Councillors for their support, positivity, and hard work within the Council.

The Village Centre damaged wall was raised by the Clerk. The wall, and land boundaries with Thelton Avenue were discussed, and the findings of the Land registry.

The following was **AGREED**;

- Clerk to draft a letter as per the ownership of the wall as per the land registry. Clerk to draft a letter for Covid group approval.
- To clarify the Parish Council responsibilities and for the Clerk to write to the VC Trustees informing them of the Wall, potential risks noted and considerations of any appropriate future signage.

Cllr Knight joined the meeting.

080/21 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday the 1st of March 2021 be accepted as a true and correct record of the meeting. Cllr Oliver signed the minutes. (*Proposed: CK, Seconded: DM*)

081/21 COMMITTEE MINUTES

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

- The Personnel Committee meeting held on the 18th January 2021.
- The Allotments Sub-committee meeting held on 10th February 2021.
- The Finance and Establishment Meeting held on 8th February 2021.

082/21 WICKHURST GREEN PARCELS OF LAND

It was **AGREED** by all to bring agenda Item 12 forward and members were updated by Adrian Smith as below;

- Tree works have been completed. An independent Survey is being carried out by the PC and awaiting that outcome.
- After the Walk around (1st April) the reported Attenuation Basic work to clear the basin was reported to Countryside and is scheduled for the next couple of weeks.
- All other basins are OK with the Maintenance sum. Underground infrastructure is Southern Waters responsibility.
- Play areas- Rospa certificates received in March. Russel Play due to attend sites next week and they will send their own report.
- Concern around matting and bare earth noted. Proposed £20k from Countryside to allow PC to complete works and to allow faster transfer discussion is ongoing but hopeful to sign Play Areas off by the end of the month.
- Allotments – stones to be removed from plots by the end of next week. Triangle Area of land adjacent to site to be included in transfer.
- Car spaces at Allotments managed by Chamonix.
- Red-Line boundaries are being managed now by an external company for speed.
- Cllr Trangmar requested an UpToDate spreadsheet for Section 106 sums.
- Cllr Clark asked some questions on red-line boundaries. It was explained Certificates will include a red-line illustration.

083/21 All members **AGREED** to proceed with the legals to adopt the Attenuation basins subject to a satisfactory report as commissioned from Wilbur Associates by the Parish Council.

The following **ACTION** was **AGREED** for the Clerk;

- To engage with Chamonix & Jasper about the car parking spaces at the Allotments and Parish Office

084/21 **EXISTING COMMITTEES**

The Existing committees were reviewed, and it was **AGREED** for the Committees to remain as current with existing members with the following Chairman's and changes as follows;

- Recreation committee – Chairman; Cllr Christine Knight and vacancy to be filled by Cllr Penny Hayles.
- Finance and Establishment committee – Chairman; Cllr David Trangmar.
- Personnel Committee – Chairman; Cllr Christine Knight and Cllr Geoff Clark to join committee. 1 vacancy **NOTED** by members.
Cllr Viv Edwards would like to step-down but will remain on the committee until potential new Councillors are co-opted and up-to speed.
1 vacancy to be filled by Cllr Geoff Clark.
- Planning Committee – Chairman; Cllr Geoff Clark.
- Allotments Sub-Committee – Chairman; Cllr David Millbank.

WORKING PARTIES

085/21 Working parties were discussed and the following **AGREED** with Representation as follows:

- Village Centre WP – disbanded
- Parish Office WP – Cllr Knight to join in replace of previous Clerk and Cllr Trangmar to fill vacancy.
- No other working Parties were recommended.
- To disband 4-year Corporate plan working party.

COUNCIL REPRESENTATIVES On OUTSIDE BODIES

086/21 The following Councillors on outside bodies were **AGREED** by all as follows;

- HALC & CLC – Cllr Edwards and Cllr Clark
- BBHCC & BBHTC – Cllr Hayles
- Village Centre Management (observer) – Cllr Millbank
- Community Youth Work & Age UK Agent Representative – Cllr Knight
- Nil others required.

COUNTY AND DISTRICT COUNCILLOR REPORTS

087/21 **District Councillor Updates**

Cllr Louise Potter:

Solomons Seal;

- *They have met with a proactive resident regarding poor and dangerous landscaping.*
- *Allotments progressing but unsure why a few years ago they were almost ready and then left, advised should be complete 14th May.*
- *Overall lack of management with a change of site managers.*

- Lower Broadbridge Farm – planning meeting next Tuesday. Residents continue to complain of noise disturbance, and they hope planning conditions and replaced machinery may mitigate some noise.
- Stephen read still awaiting traffic data for C622 & Old Guildford Road.

Cllr Matt Allen:

- OWL – residents have raised condition of the road.
- Closing date for re-start grants is 31st May.
- Housing across the District Local Plan has yet to be confirmed.

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

088/21

PLANNING APPLICATIONS

Application	Address	Details	Comments
DC/21/0329	11 Smith Road	Loft conversion with two pitched roof dormers to front elevation.	No objections
DC/21/0427	7 Billingshurst Road.	Loft conversion to form habitable living space, incorporating the creation of front and rear dormers, installation of front rooflight and first floor side window	No objections.
DC/21/0571	8 Kingsmead Road	Erection of a pitched roof front porch extension	No objections
DC/21/0472	Highwood Hill Sports Ground, Wickhurst Lane	Surgery to 1 Oak	No objections.
DC/21/0608	Lifestyle Ford, Old Guildford Road	surgery to 1 x Ash	No objections.
DC/21/0659	33 Corsletts Avenue	Demolition of existing porch and erection of a two storey front extension	No objections.
DC/21/0549	Old Stable Oak Wickhurst Lane	Erection of a first floor extension with hipped roof to create two-storey dwelling.	Comments submitted as below, but no objection . this is a significant extension that is being proposed, but it appears to be in keeping with the original dwelling and locality. Within the application the plans should include an elevation drawing of the proposed street scene given the size and scale and in particular the height of the proposed development

Members noted the comments.

089/21

FINANCE AND ESTABLISHMENT

It was **AGREED** by all to ratify the April/May payments list per report 015. The Amberol credit was **NOTED**.

The Clerk updated members that the Financial Year 2020/21 had been closed and this was **NOTED** by members.

Cllr Geoff Clark queried the cleaning of the bus shelters and the Clerk noted this contacted work will be reviewed under a future Staffing Strategy.

- 090/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AGAR (2018/2019)**
The annual governance statement was **APPROVED** by all.
- 091/21** The Accounting Statements were **APPROVED** by all.
- 092/21** The period of electors rights were **AGREED** by all.
- 093/21 ANNUAL PARISH MEETING**
It was **AGREED** to hold an online Annual Meeting of the Parish on Monday 24th May.
- 094/21 PARISH OFFICE**
The Clerk advised there was no further updates received on the Parish Office.
- 095/21 HIGHWAYS AND FOOTPATHS**
The bus gate, TRO and C622 downgrade works update was **NOTED** by members.
The Clerk informed she is still waiting for approval from WSCC to commence the 1st Cut on the downgraded bypass Wildflower area.
Cornflowers are now in bloom.
- 096/21 CRICKET CLUB**
The Clerk informed that their requested Pest Control has now been approved and their Section 106 Application successful.
It was **AGREED** for the Lease to be reviewed this year as requested by the Cricket Club by the Recreation Committee for Full Council approval.
- 097/21 4 THE YOUTH**
It was **AGREED** to continue the youth service provision for 2021/22 with the contract and spend, on the condition Safeguarding photos (as a responsibility of the parish council) is removed from the contract.
ACTION – clerk to amend contract.
- 098/21 WSALC/HALC ACTIVITIES**
Cllr Clark, as elected representative on HALC, provided an update for members on the latest AGM. Members noted the update.
- 099/21 GRANT APPLICATIONS**
- The grant application from Shelley Primary was rejected due to it not being within the criteria within the grants policy.
 - It was **AGREED** to award a grant to Sussex and Surrey Air Ambulance for £250 for 2021/22.
 - Members noted a grant application from the Scouts group. It was **AGREED** for the Clerk to pursue whether a Section 106 application could be made to fund the project, prior to considering the grant application.
 - Members noted a grant application from the Junior Football club. Members queried the frequency of the required drainage works at the Village Centre recreation ground and requested information about the works carried out last year and further details of the proposed works. It was **AGREED** for defer to the Recreation Committee for further consideration.

100/21 COUNCILLOR VACANCY

The Clerk updated members that 3 expressions of interest had been received in response to the advertised vacancy, and 1 completed application has been received. Members noted the update.

101/21 CO-OPTION POLICY

It was **AGREED** to adopt the Co-option Policy.

102/21 SOCIAL MEDIA

Members **APPROVED** the Social Media Mission Statement

It was **AGREED** to defer items 26.2 and 26.3 to be considered via consultation, using the delegation process.

103/21 CORONAVIRUS ACT AND REMOTE MEETINGS

Members received an update from the Clerk on the holding of face-to-face meetings and **AGREED** the recommendation to suspend meetings until after June 21st. Any decisions required before this date to be circulated via consultation.

The next Parish Council meeting date will be Monday 5th July and the date of the next Recreation Committee meeting will be amended to Monday 21st June.

104/21 RATIFICATION OF DELEGATED DECISIONS

Members **RESOLVED** to ratify the delegated decisions per report 015.

105/21 DATES OF NEXT MEETING

Recreation Committee Meeting – Monday 21st June

Personnel Committee Meeting – Monday 28th June

Parish Council Meeting – Monday 5th July

Finance and Establishment Committee Meeting – Monday 12th July

Meeting closed: 22:30