



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 4th October 2021 at 7.30pm at
St Johns Community Hall

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

Cllr Viv Edwards (VE)	Cllr Christine Knight (CK)
Cllr David Trangmar (DT)	Cllr Sarah Chandler (SC)
Cllr Debbie Lambert (DL)	Cllr Geoff Clark (GC)
Cllr David Millbank (DM)	Cllr Sam Hazell (SH)
Cllr Louise Potter (also District Cllr) (LP)	

District Councillor: Matt Allen (MA)

Clerk: Lucinda Edwards

Assistant Clerk: Olivia Buck

Members of the Public: None

Press: None

145/21 PUBLIC SPEAKING
None

146/21 APOLOGIES AND REASON FOR ABSENCE
Apologies and reasons for absence were noted from Cllr Penny Hayles and Cllr Jeanne Coker.

147/21 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
None.

148/21 CHAIRMAN'S ANNOUNCEMENTS
The Chairman updated members on the staffing strategy forum and thanked the Clerk for the preparation work.
Members were informed that the proposed joint meeting with West Sussex County Highways, relating to the issues on the downgraded C622 has been arranged for the 5th of October, and will be attended by County Highways, District Councillors, County Councillor and Parish Council representatives. The Chairman expressed thanks to District Cllr Matt Allen for his assistance in preparation of the joint letter to the Sussex Safer Roads partnership regarding the A264.
The Chairman mentioned a Christmas social meet for Councillors, and it was **AGREED** for the Chair to liaise with the Clerks regarding a potential 2 dates for an informal gathering.

149/21 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 13th September 2021 be accepted as a true and correct record of the meeting.
(Proposer; Cllr GC, Seconded; CK)

There were no Committee minutes for adoption.

150/21 COUNTY COUNCILLOR UPDATE

There was no County Councillor report received.

151/21 DISTRICT COUNCILLOR UPDATE

Cllr Allen updated members. He informed Drill Hall had been saved. He mentioned The Local Plan and he informed members the next Planning Committees had been cancelled and will update further when any updates are received.

Cllr Potter updated members that she had little to update from the previous meeting. The Clerk raised that some emails had been received regarding lorries arriving in the early hours at the Skoda garage. Cllr Potter had spoken to Ford parts centre previously. Cllr Trangmar raised the data from the Traffic Survey as previously discussed with Cllr Mitchell.

ACTION – Clerk to contact District Cllr Mitchell regarding the Traffic Survey data.

152/21 CLERKS UPDATE

The Clerk talked through the written update as published with the supporting documents. The Clerk updated Members that through Consultation with the Chairs, Shaylers Funfair will remain another week and depart 11th October. All the paperwork had been re-signed and it was agreed for no extra charge to be made.

Members **NOTED** the written update.

153/21 HIGHWAYS AND FOOTPATHS

Thanks were **NOTED** for Cllr Matt Allen's letter to the Sussex Safer Road teams. The email had been acknowledged.

An update will be shared with Members after the Meeting at 9am on the 5th October.

Cllr Potter raised the Community Traffic Calming Measures.

It was **AGREED** for the Clerk to pursue this at the meeting and request a written statement from Highways.

It was **AGREED** to add Traffic Calming as an agenda item at the next meeting.

154/21 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2021

Members **NOTED** the Planning Committee comments to applications as published in the supporting documents report.

It was **AGREED** for the Clerk to write a letter to Slinfold and Warnham Parishes with Cllr Oliver and Cllr Clark in relation to any mutually impacting planning applications, and the benefit of liaison between neighbouring parishes.

It was **AGREED** for the Council to ask District Cllr Matt Allen to call in the planning application DC/21/1235 for further enquiries.

It was **NOTED** once the Parish Office is occupied to invite the joining Parishes to meet there.

155/21 FINANCE

Members **RESOLVED** to ratify the Payments lists for October 2021.

(Proposer; Cllr DT, Seconded; VE)

District Councillors Louise Potter and Matt Allen left the meeting.

- 156/21** The Environmental Grant received from HDC was queried in the absence of the EO role. It was **AGREED** to be added to the Personnel Committee.
- 157/21** The VAT return was **AGREED** to be deferred to the Finance & Establishment Committee.
- 158/21** **AUDIT NOTICE OF CONCLUSION**
The 2020/2021 Audit Notice of Conclusion was **AGREED**.
It was **RESOLVED** for the Clerk to write a formal letter with Cllr Trangmar to the Auditors regarding notes made and clarification reference the Code of Conduct queries.
(Proposer; Cllr GC, Seconded; CK)
- 159/21** **PARISH COUNCIL INSURANCE**
It was **RESOLVED** to accept the Came & Co. Insurance Quote on a long-term arrangement of 3 years.
(Proposer; Cllr DT, Seconded; VE)
- 160/21** **COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE**
Members **AGREED** for Cllr Hazell to join the Planning Committee.
(Proposer; Cllr GC, Seconded; DM)
It was **AGREED** to defer to the committees to review their individual Terms of Reference to bring to full council for approval.
- 161/21** **WICKHURST GREEN AND SOLOMON'S SEAL**
Members debated the acquisition of parcel SL4b. Taking into consideration the estimated proportionate commuted sum, as stated in the documents circulated by HDC, the Council **AGREED** to not acquire this parcel.
It was **RESOLVED** for the Clerk to email Adrian Smith from HDC confirming the Council's decision **not** to acquire parcel SL4b.
(Proposer; Cllr CK, Seconded; VE)
- 162/21** **WICKHURST GREEN PARCELS OF LAND**
The Clerk provided an update.
Churchill Way Allotments – the Solicitors are working to include the £20k agreed into the legal agreements.
Members **AGREED** for the Clerk to request a meeting with Adrian Smith from HDC, with the Council to prioritise Allotments and the Play Areas adoption.
- 163/21** **PARISH OFFICE**
The Clerk provided an update. The Parish Council legal side is all complete and awaiting an update from the other 2 parties.
- 164/21** **WESTON AVENUE ALLOTMENTS**
Cllr Oliver and Cllr Clark declared an interest due to being on the Allotment Waiting List. Members were updated by Cllr Hazell and the Clerk updated members following the site visit earlier in the day with Hannah Neale from HDC.
It was **RESOLVED** for the Clerk to pursue with the Parish Council Solicitors for some timelines and to pursue with the ASC to seek an offer of extra funds to complete the site issues, or to use commuted sums, with an update provided at the November meeting.
(Proposer; Cllr DM, Seconded; SH)

- 165/21 I.T. STRATEGY**
Members received an update from the Clerk regarding the successful migration to Office 365 and SharePoint. The following recommendations were made by the Clerk:
1.Current provider can supply an online backup of SharePoint areas called Datto backup for Office 365. This is charged at £4.00 ex vat per user per month and is recommended for the current 2 office staff.
2.Current provider has quoted for replacement laptops with a processor recommended for use based on officer activity at £867.80 plus VAT per device, which includes setup.
- 166/21** Members **RESOLVED** to **AGREE** Recommendation 1.
(Proposer; Cllr GC, Seconded; DT)
- 167/21** Members **RESOLVED** to **AGREE** Recommendation 2.
(Proposer; Cllr DT, Seconded; VE)
- 168/21** It was **RESOLVED** to invite Netcom to the next meeting at the top of the agenda to assist with recommendation of Online vs Desktop for Outlook, and the Clerk to check financial regs for recommendations.
- 169/21 FOOTBALL CLUB LICENSE AGREEMENT**
It was **RESOLVED** for the Clerk to liaise with the Village Centre Trustees regarding the situation as indicated by solicitors.
- 170/21 LOCAL PLAN**
Cllr Clark provided an update from attendance at the Local Plan Forum.
It was **RESOLVED** to form a liaison with the adjoining parishes for local plan proposals.
- 171/21 CONSULTATION DECISIONS**
Members **RESOLVED** to ratify all Consultation Decisions.
(Proposer; Cllr CK, Seconded; GC)
It was **NOTED** that the frequency of Consultations may reduce once in the Parish Office.

Cllr Viv Edwards left the meeting.
- 172/21 POLICY REVIEW**
Equality Policy
Members **RESOLVED** to adopt the Equality Policy and review October 2022.
(Proposer; Cllr CK, Seconded; SH)
- 173/21 Training & Development Policy**
Members **RESOLVED** to adopt the Training & Development Policy and review October 2022.
(Proposer; Cllr SC, Seconded; GC)
- 174/21 Social Media Policy**
Members **RESOLVED** to adopt the Social Media Policy and review October 2022.
(Proposer; Cllr CK, Seconded; DT)
- 175/21 SOCIAL MEDIA**
It was **AGREED** to share any news articles arising from the meeting.
It was **AGREED** to add Traffic Calming to the next Agenda.
- 176/21 RECRUITMENT AND STAFFING**
Members **RESOLVED** for matters relating to Personnel to be discussed at the Personnel meeting.

177/21

MEETING DATES & TIMES

It was **AGREED** Parish Council meeting start times to remain at 7:30pm and for all Committee meetings to commence at 7:45pm with this to be reviewed in January 2022.

Members **NOTED** the next planned meeting dates;

Monday 11th October – 7:30pm - Personnel Committee

Monday 18th October – 7:45pm – Finance and Establishment Committee

Monday 1st November – 7:30pm – Full Council

Monday 15th November – 7:45pm – Finance and Establishment Committee

Monday 6th December – 7:30pm – Full Council

Monday 13th December - 7:45pm – Recreation Committee

The meeting closed at 10.07pm.