



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 7th March 2022 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were: Cllr Viv Edwards (Chair) (VE)

Cllr David Trangmar (DT)
Cllr Karon Smith (KS)

Cllr Sarah Chandler (SC)
Cllr Sam Hazell (SH)

Clerk: Lucinda Edwards

Asst Clerk: Olivia Buck

Members of the Public: None

Press: None

046/22 PUBLIC SPEAKING
None.

047/22 APOLOGIES AND REASON FOR ABSENCE
Apologies and reasons for absence were **NOTED** from Cllr Oliver, Cllr Milbank, Cllr Coker, Cllr Knight, Cllr Clark and Cllr Lambert.

Members were advised that Cllr Hayles has requested a leave of absence of up to 6 months due to health reasons. This was **AGREED** by members.

Members **NOTED** that Cllr Patil has resigned from his post as Councillor and that Horsham District Council had been advised of the vacancy.

048/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
Cllr Chandler noted that the proposed development at Lower Broadbridge Farm is in close proximity of her property.

049/22 CHAIRMAN'S ANNOUNCEMENTS
The Chairman publicly thanked all those involved with the planting of daffodil and crocus bulbs over recent years, acknowledging how lovely they are looking in bloom around the village.

050/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 7th February 2022 be accepted as a true and correct record of the meeting.
(Proposer; Cllr DT, Seconded; SC)

051/22 COUNTY COUNCILLOR REPORT
Members **NOTED** the circulated report.
It was **AGREED** to share the details of the food waste bins as detailed in the report on social media.

052/22 CLERK'S UPDATE

- Platinum Jubilee - Gala have agreed re location and plan to plant a Rowan tree outside the office. Quotes are being obtained for the plaque. All other agreed items are in progress
- Monster Play Area – The Clerk is in liaison with HDC regarding S106 funds and the potential increase in costings
- HDC have formally written to Countryside PLC in relation to the delays of the acquisitions of the parcels of land on the Wickhurst development. Members were informed of the letter and the letter of response from CPPLC.
- Members were updated on the latest situation regarding the transfers.
- The tree survey with Connicks has been requested and awaiting date
- Due to the Personnel and Finance committee meetings being cancelled cancelled due to illness, the originally planned Personnel Committee meeting will go ahead on 21st March.
- The first Section 106 application to HDC for office refit/furnishing has been submitted.
- The Clerk provided an update on the Parish Office setup. A brief update was given following the Clerks' meeting with the PCSO regarding anti-social behaviour in the village.
- CorrespondenceMembers noted the below correspondence:
 - Letter re footpath on Solomon's Seal development from a resident at Chantry Court. It was noted that Bellway will be completing the pathway imminently.
 - The location of pathway at The Common and proximity to neighbouring property. Members noted that the resident had raised the fact that they were not consulted prior to the installation.
 - Email re vehicles speeding and boy racers etc. It was noted that this should be raised with the police as anti-social driving.
 - Email regarding overgrowing hedges on Broadbridge Heath Road. It was noted that such issues should be reported on Love West Sussex.

053/22 PLANNING APPLICATIONS RECEIVED IN FEBRUARY 2022

Members **AGREED** the responses per **APPENDIX1** of the circulated report.

054/22 LAND AT LOWER BROADBRIDGE FARM

Members **NOTED** the letter sent to DMH Stallard and Gleeson Homes in response to the letter received on 11th January from DMH Stallard regarding the promotion of the site at Lower Broadbridge Farm for up to 300 dwellings.

There was a query raised in relation to the stated unacceptable extension to the parish boundary and it was explained that the 'buffer zone' of land between parishes has previously been assured. It was **AGREED** that the letter reflects the current view of the Parish Council.

055/22 Members **AGREED** for the letter to be published to the Parish Council website and social media and for a copy to be sent to a resident in response to earlier correspondence received in relation to this proposal.

056/22 PAYMENTS LIST RATIFICATION

Members **AGREED** to ratify the Payments lists for March 2022, per Appendix 2 in the circulated report.

- 057/22 FINANCE UPDATE**
Members **NOTED** the finance update and associated reports.
- 058/22 BANK RECONCILIATIONS**
Cllr Trangmar signed the balance sheet and bank reconciliations.
- 059/22 INTERNAL AUDIT**
Members **NOTED** the internal audit arrangements.
- 060/22 CLEANING CONTRACT FOR PARISH OFFICE**
Members **APPROVED** the recommendation of the appointment of a cleaning contractor as detailed in the circulated report (item 10.5).
- 061/22 WINDOW CLEANING CONTRACT FOR PARISH OFFICE**
Members **APPROVED** the recommendation of the appointment of a window cleaning contractor as detailed in the circulated report (item 10.6).
- 062/22 PREFERRED MAINTENANCE CONTRACT FOR PARISH OFFICE**
Members **APPROVED** the recommendation of the appointment of a preferred maintenance contractor as detailed in the circulated report (item 10.7).
- 063/22 ADDITIONAL HOURS WORKED DURING FEBRUARY 2022**
Members **AGREED** the additional hours as detailed in the circulated report (10.8).
- 064/22 NALC SALARY SCALES 2021/22**
Members **APPROVED** the recommendation to note the new rates of pay and to backpay the new rates from 1st April 2021.
- 065/22 RATIFICATION OF DECISIONS USING SCHEME OF DELEGATION**
Members **AGREED** to ratify the decisions reached using the council's adopted scheme of delegation per the list of approved decisions in the circulated report. It was **NOTED** that copies of all consultations are available from the Clerk.
- 066/22 WICKHURST GREEN AND SOLOMON'S SEAL PARCELS OF LAND**
Members **NOTED** the correspondence sent from HDC to CPPLC and CPPLC's holding response.
The Clerk will inform members of any further updates or correspondence.
- 067/22 WESTON AVENUE ALLOTMENTS**
It was **AGREED** for the Clerk to request an update from the solicitors on the progress of the acquisition.
- 068/22 4 THE YOUTH SERVICE**
Members **NOTED** the written update from 4 The Youth and it was **AGREED** to request further, quantitative data on the service specific to the village. It was **AGREED** to invite 4 The Youth to attend the Annual Parish Meeting.
- 069/22 PARISH OFFICE**
Members **NOTED** the Clerk's update on the progress of the Parish Office setup.
Members were advised that the Section 106 application was submitted and a decision is awaited.

070/22 ANNUAL PARISH MEETING

Members considered initial ideas for the Annual Parish Meeting, to be held in May. It was **AGREED** to host an 'Informal Community Showcase' to be followed by a formal presentation. Potential guests to include:

The Police
WSCC Highways
4 The Youth
Wilder Horsham

It was **AGREED** to consider appropriate dates, with a proposed timing of 6pm to 8:30pm. It was **AGREED** for the Clerks to purchase lanyard style name badges for members and officers ahead of the event.

071/22 RECRUITMENT

Members were updated by the Clerk following the informal interview/discussion with a candidate for the role of Community Officer by the Clerk and the Chairman of the Personnel Committee. Further to a recommendation by the Clerk and Chairman of the Personnel Committee, it was **AGREED** to invite the candidate for a formal interview, the panel of 2 members for the Personnel Committee to be agreed dependent on availability.

072/22 Members **NOTED** the next planned meeting dates;

Personnel Committee – 21st March 2022 – 7:45pm
Recreation Committee – 28th March 2022 – 7:45pm
Parish Council Meeting – 4th April 2022 – 7:30pm
Finance & Establishment Committee – 25th April 2022 – 7:45pm

The meeting closed at 22.05.