



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 4th July 2022 at 7.30pm Parish Office, Sargent
Way, Broadbridge Heath.

Present Were: Cllr Terry Oliver – Chair (TO)

Cllr Viv Edwards (VE)
Cllr Christine Knight (CK)
Cllr Karon Smith (KS)

Cllr David Trangmar (DT)
Cllr Sarah Chandler (SC)
Cllr Sam Hazell

Clerk: Lucinda Edwards

Press: None

190/22 PUBLIC SPEAKING

No members of the public present

191/22 APOLOGIES

Apologies and reasons for absence were received from Cllr Hayles, Cllr Clark and Cllr Lambert and these were **APPROVED** by members

192/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Edwards declared a personal interest in Item 10, advising that she had a message to deliver to the Parish Council.

193/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that he had attended the funeral service for Mary Burroughs and had passed on condolences to the family on behalf of the Parish Council.

The Chairman thanked members for their contributions and assistance in the creation of the Jubilee publication and it was **AGREED** to write to Jonathon England to express thanks for his support, contribution and assistance with the publication.

194/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 9th May 2022 be accepted as a true and correct record of the meeting.

(Proposer; Cllr SH, Seconded; SC)

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 6th June 2022 be accepted as a true and correct record of the meeting.

(Proposer; Cllr KS, Seconded; CK)

195/22 COMMITTEE MINUTES

It was **RESOLVED** by all present to adopt the minutes of the Personnel Committee meeting held on Monday 21st March 2022.

196/22 COUNTY AND DISTRICT COUNCILLOR REPORTS

Members **NOTED** the report as received from County Cllr Christian Mitchell.

Members expressed disappointment with the brief mention of the school site, which should be deemed an urgent item. It was **AGREED** for the Clerk, in consultation with the Chairman and Vice Chairman, to send a letter to the Cabinet Member, MP and CEO of GLF schools, with copies to District and County councillors. Cllr Knight to assist with the content.

(Proposer; Cllr VE, Seconded; SH)

Members **NOTED** the update on the proposed speed humps in the Co-op car park.

197/22 Members **NOTED** the below update from District Cllr Louise Potter.

The applications for the houses at Lower Broadbridge Farm are now live. The District Councillors will be keeping a close eye on this over the coming weeks and will keep the Parish Council updated on any developments.

198/22 CLERK UPDATE

The Clerk updated Members as follows:

- Maintenance and improvement works at the Ducky has commenced – details will follow on social media.
- The route for the previously discussed hospice walk has changed and so use of the office is no longer requested
- A recently reported incident is being dealt with by the insurers
- The external audit was submitted
- The Clerk is seeking advice from the monitoring officer following a potential code of conduct complaint. Further detail will be shared as appropriate, following this advice.
- The Village fair stand was a success
- Works to rotivate and clear the Weston Avenue allotment site are scheduled to commence tomorrow.

The Chairman expressed thanks to the Gala Association and all who supported the Village Fair.

Members **NOTED** the correspondence from Inspired Villages and it was **AGREED** to offer an invitation to attend the September Parish Council meeting.

It was **AGREED** for the Clerk to liaise with the Chairman of Slinfold Parish Council in relation to an appropriate tribute for the late Mary Burroughs.

WICKHURST GREEN AND SOLOMON'S SEAL PARCELS OF LAND

199/22 WICKHURST GREEN PARCELS OF LAND

Members **AGREED** delegation to the Chairman and Vice Chairman of the council to execute the transfers of parcels SL6 and SL5 once the amendments to the red line boundaries, per previous discussions, have been received from legal.

(Proposer; Cllr VE, Seconded; SH)

200/22 WESTON AVENUE ALLOTMENTS

The Clerk updated members on the received TP1 for the transfer of the Weston Avenue Allotments. The works to rotivate and grass cut the site were noted.

It was **AGREED** to give instruction to the solicitor to complete on receipt of the commuted sums.

(Proposer; Cllr DT, Seconded; KS)

201/22 VILLAGE CENTRE S297 AGREEMENT

Cllr Edwards advised members that she had been asked to pass on a message to advise the Parish Council that the Village Centre Trustees intend to become an Incorporated Charity and to remove the Custodian Trustee, which would affect the proposals relating to the S297 agreement.

The Clerk advised that the S297 agreement is a separate agreement, unrelated to the Trust Deed and that, if maintenance and management of the land is to remain the responsibility of the Parish Council, the expired agreement requires renewal as soon as possible. The Chairman enquired as to whether Cllr Edwards was delivering the message as an appointed Trustee of the Village Centre, having previously noted the entry of her name on the Village Centre's entry on the Charity Commission website. Cllr Edwards explained that this was a mistake, as previously communicated with the Clerk and that no paperwork has been signed.

Following various members comments on the charity commission's process of the registration of Trustees, Cllr Edwards offered her immediate verbal resignation and left the meeting at 20:30, to be followed up in writing.

The Chairman offered members the opportunity to comment on the unexpected resignation.

202/22 PAYMENTS LIST RATIFICATION

Members **AGREED** to ratify the Payments list for June invoices 2022, as below.

(Proposer; Cllr DT, Seconded; SC)

| Date Paid | Payee Name | Transaction Detail | Reference | Amount Paid |
|------------|--------------------------|------------------------|-----------|-------------|
| 10/06/2022 | VIKING | Inv 8741667 | OP082 | £52.36 |
| 01/07/2022 | Mrs Lucinda Edwards | ME PAY AND EXPENSES | OP083 | |
| 01/07/2022 | Mrs Olivia Buck | M3 SALARY AND EXPENSES | OP084 | |
| 01/07/2022 | Mrs Claire Palmer | M3 SALARY AND EXPENSES | OP085 | |
| 01/07/2022 | VIKING | INV7121450 | OP086 | £53.48 |
| 01/07/2022 | VIKING | INV7121451 | OP087 | £171.24 |
| 01/07/2022 | VIKING | inv7141442 | OP088 | £11.83 |
| 01/07/2022 | DM Services | inv19363 | OP089 | £281.50 |
| 01/07/2022 | NETCOM IT SOLUTIONS | inv21638 | OP090 | £68.10 |
| 01/07/2022 | NETCOM IT SOLUTIONS | INV21681 | OP091 | £246.00 |
| 01/07/2022 | BT BUSINESS | M005 BT PHONE | OP092 | £67.56 |
| 01/07/2022 | NEWMAN THOMSON | INV102840 | OP093 | £800.00 |
| 01/07/2022 | Horsham District Council | INV20614128 | OP094 | £76.00 |
| 01/07/2022 | Horsham District Council | INV20593562 | OP095 | £179.14 |
| 01/07/2022 | Horsham District Council | inv20605480 | OP096 | £64.00 |
| 01/07/2022 | SLN Cleaning Services | Inv253 | OP097 | £140.40 |
| 01/07/2022 | DIRECT 365 | INV1424661 | OP098 | £396.00 |
| 01/07/2022 | GREENBARNES LTD | INV16756 | OP099 | £1,701.89 |
| 01/07/2022 | GRASSTEX Ltd | inv 0269 | OP100 | £1,233.06 |
| 01/07/2022 | CONNICK TREE CARE | CONNICK TREE CARE | OP101 | £0.00 |
| 01/07/2022 | CONNICK TREE CARE | invC619922 | OP101 | £1,044.00 |
| 01/07/2022 | BARNSFOLD NURSERIES | INV95697 | OP102 | £1,008.00 |

| | | | | |
|------------|------------------------|---------------------|-------|---------|
| 01/07/2022 | Hampshire Flag Company | INV9434/1 | OP103 | £336.00 |
| 01/07/2022 | ACTION IN RURAL SUSSEX | INV 3888 | OP104 | £96.00 |
| 01/07/2022 | Mulberry and co | INV 50736 | OP105 | £138.00 |
| 01/07/2022 | AQUADROP CLEANING | AQUADROP CLEANING | OP106 | £60.00 |
| 01/07/2022 | SLN Cleaning Services | INV 265 | OP107 | £93.60 |
| 01/07/2022 | GDPR info | INV 60189 | OP108 | £350.00 |
| 04/07/2022 | HMRC | M3 NI AND TAX BBHPC | OP109 | £864.54 |
| 04/07/2022 | West Sussex LGPS | M3 PENSION BBHPC | OP110 | £914.54 |

203/22 AUTHORISATION OF ADDITIONAL HOURS

Members **AGREED** the additional hours worked by staff during July:

Clerk:22

Assistant Clerk: 2

204/22 PARISH OFFICE S106 APPLICATION

The Clerk updated members on the progress in obtaining quotes in preparation for the second Section 106 application for items for the office.

205/22 GRANT APPLICATION

Members resolved to **APPROVE** the grant application from the Junior Football Club for £1,172 towards annual renovation of the pitches.

206/22 PARISH OFFICE USE

Members were updated on requests received for use of the Parish Office space. It was **AGREED** to direct any enquiries for small hall use to the Village Centre and, for the time being, to continue to work with existing partners only.

207/22 PLANNING APPLICATIONS RECEIVED IN JUNE 2022

Members **NOTED** the applications received during June and **NOTED** the below comments as submitted by the Planning Committee.

| Application | Address | Details | Response |
|-------------|-----------------------|---|---|
| DC/22/0889 | 9 Worsfield Road | Conversion of loft to form habitable living space, incorporating creation of a rear dormer and installation of 2no rooflights to front. | No objections to this application, provided there are no material objections from the owners of adjoining / adjacent properties. |
| DC/22/0989 | 59 Shelley Drive | Erection of a single storey front extension. | No objections to this application, provided there are no material objections submitted. |
| DC/22/1019 | 26 Old Guildford Road | Removal of the existing single storey rear extension and erection of a new single storey rear extension | No objections to this application, provided there are no material objections from the owners of the adjoining or adjacent properties. It is considered this may be a factor based on the proximity of the extension to the boundaries of the neighbouring |

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|-------------------|--------------------|---|--|
| | | | properties i.e. 24 and 28 Old Guildford Rd. |
| DC/22/0936 | 45 Charrington Way | Erection of a single storey side extension. | No objections, provided no material objections from the owners of adjoining / adjacent neighbouring properties. Good clear and comprehensive plans, although it was noted that the "proposed rear elevation" drawing has been mistitled as "existing". |
| DC/22/1125 | 46 Shelley Drive | Surgery to 1 x Oak | No objection to the proposed work, provided the works are carried out by a qualified contractor in accordance with any permission granted. |

208/22

PERSONNEL COMMITTEE RECOMMENDATIONS

It was **NOTED** that no members of the public were present as for reasons of confidentiality, the following discussion item relates to staff matters.

The Clerk updated the council, having received 5 written notifications of a request to re-visit motions agreed at the March committee meeting, which were subsequently agreed by full council on 21st March 2022. At the Personnel Committee meeting held on 27th June, it was agreed to rescind resolutions made at that meeting and to make the following, revised recommendations to full council:

- Assistant Clerk title to be amended to Deputy Clerk.
- Amendment to Deputy Clerk SCP as detailed in confidential appendix to the Personnel Committee minutes (27th June). Pay amendment to be backdated to 1st April 2022.
- Amendment to Clerk SCP as detailed in confidential appendix to the Personnel Committee minutes (27th June). Pay amendments to be backdated to 1st April 2022.
- To award an increase of 1 SCP to the Deputy Clerk on successful completion of Cilca.

It was **AGREED** by all members to accept the recommendations as above.
(Proposer; Cllr CK, Seconded; KS)

209/22

DATES OF NEXT MEETINGS

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

Recreation Committee – THURSDAY 7th July 2022 10:00
 Parish Council Meeting – 5th September 19:30
 Finance and Establishment Committee – 11th July 19:45
 Personnel Committee – Monday 26th September 19:45
 Allotments Sub-Committee – TBA

The meeting closed at 21.40.