



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 3rd October 2022 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were: Cllr Terry Oliver – Chair (TO)

Cllr Geoff Clark (GC)

Cllr David Trangmar (DT)

Cllr Sarah Chandler (SC)

Cllr Sam Hazell (SH)

Cllr Christine Knight (CK)

Cllr Karon Smith (KS)

District Councillor:

Louise Potter

Clerk:

Lucinda Edwards

Visitors:

Andrew Age UK

Press: None

250/22 PUBLIC SPEAKING

No members of the public present

251/22 APOLOGIES

Apologies and reasons for absence were received from Cllr Lambert and County Cllr Mitchell and these were **APPROVED** by members.

252/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Oliver & Cllr Clark declared a personal interest in Item 10, advising that they are both on the Allotment Waiting List.

253/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated members on the resignation received from Cllr Hayles. Members **NOTED** the resignation and expressed thanks and best wishes to Penny. It was **AGREED** to send a formal letter of thanks for her service as Councillor.

In light of the current vacancies, the Chairman invited members to feedback on meetings and their thoughts on any suggestions to encourage new councillors.

The Chairman expressed thanks to Cllr Smith for her work with the Village Centre and gave feedback on the recent meetings with the Village Centre Trustees and the Community Forum.

254/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 5th September 2022 be accepted as a true and correct record of the meeting.

(Proposer; Cllr CK, Seconded; SC)

255/22 COMMITTEE MINUTES

It was **RESOLVED** by all present to move the item to adopt the minutes of the Personnel Committee meeting held on Monday 27th June 2022 to the end of

the agenda to enable circulation, noting that the link in the supporting documents was not working.

256/22 DISTRICT COUNCILLOR REPORT.

Cllr Potter updated members of the council as below:

A meeting with Jane Eaton (Chief Executive, HDC) and Barbara Childs (Director of Place, HDC) has been scheduled for this week. The 3 topics for discussion are:

1. The noise at Lower Broadbridge Farm
Bury Hill landscaping have extended their operations and have recently submitted a new planning application. Cllr Potter gave some background information on this item.
2. The roads yet to be adopted from the developer by WSCC highways on the Wickhurst Green development.
WSCC are refusing to take the transfer whilst there remain snagging works for completion. CPPLC have not yet completed the works. The roads look scruffy, and following adoption, there will be scope for potential consideration of traffic calming measures.
3. The School Site
Further clarification is sought as there have been some mixed communications on the status of this site and the previously understood deadline for transfer.

Cllr Potter left the meeting at 20:03.

257/22 AGE UK – VILLAGE AGENT UPDATE

The Chairman welcomed Andrew West, Age UK Development Manager, Horsham, to the meeting.

Andrew introduced himself and provided an update to members on the service of the Age UK Village Agent, sponsored by the Parish Council.

The Village Agent is well-known and recognised by many in the village. She visits 25 clients regularly; assisting with covid vaccines, lifts, doctors appointments and shopping.

She also attends the Early Bird at St John's, where she circulates with all of around 20 people who attend.

One afternoon a week is spent making calls, and 4 hours per week for home visits.

Cuppa and Chat is held once a month, hosting 11-12 people each time.

Tea and Worship is also attended by the Village Agent (around 25 people attend this session).

Recent assistance was provided for a resident in making a grant application for a mobility scooter.

Some referrals are received from local care homes. Age UK are considering whether there could be a service within the care homes due to staff shortages.

There are plans for a Warm Space at Lavinia House. Age UK are also looking at inter-generational work such as local college students attending Lavinia House to assist with IT skills.

Broadbridge Heath Parish Council currently funds the Village Agent for 10 hours per week. It was suggested that there are proposals to reach further into the community, particularly the newer developments.

Cllr Oliver thanked Andrew for his update and members were invited to ask questions.

Q1. How many other local parishes have sponsored a Village Agent?

A. Currently only Broadbridge Heath and Rusper have a village agent.

Q2. If neighbouring parishes sponsored a village agent, would the overheads cost to each parish reduce? This was asked, noting the high overheads proportion of the funding proposal for last year.

A. Yes the costs would reduce.

Andrew West left the meeting at 20:32.

It was **AGREED** for the future funding of the Village Agent to be considered at the budget setting Finance and Establishment Meeting.

258/22

CLERK UPDATE

The Clerk gave an update which was **NOTED** by members:

- Field Place have informed that there have been some incidents of anti-social behaviour on their land, including damage to trees, a camp built and fires in the woods.
- Clerk's appraisal is scheduled for 18th October.
- Community Forum was well attended.
- The Village Centre Trustees have written to the Parish Council to confirm that no formal complaint against a member has been raised by them.

Members **AGREED** the Clerk's recommendation to defer item 18 to a future Parish Council meeting to enable sufficient detail and documentation to be circulated.

Members **AGREED** the Clerk's recommendation to defer item 21.1 – Next year's meeting dates, to the next meeting.

259/22

WESTON AVENUE ALLOTMENTS

The Clerk provided an update on the Weston Avenue allotment acquisition. News of the funds transfer is awaited in order for the transfer completion. This is expected imminently. It was **AGREED** for a meeting of the Allotments Sub-Committee to be scheduled and for the Clerk to inform Cllr Hazell on completion as he will attend site to remove the tap heads.

260/22

WICKHURST GREEN PARCELS OF LAND

Members were updated on the 3 initial transfers: SL5 (Giggles play area and corridor of open space); SL6 (allotments on Churchill Way) and SL9 (Leapfrog play area).

SL5 – To date a correct plan for plot SL5 is yet to be received from the seller's solicitors
SL6 – Report on title cannot be finalised until the seller's solicitors produce final transfer plan.

SL9 - Engrossment transfer is awaited from the seller's solicitors.

The Clerk and Chairman updated members of the council on the recent Teams call with Hampshire Legal (HLS) in relation to the progress of the transfers, advising that HLS had been requested to submit an estimate for a detailed review of the Section 106 documents in order to advise the Parish Council on its legal position.

Members considered and **AGREED** the estimate of £1,010 for this service.

(Proposer; Cllr CK, Seconded; SH – AII AGREED)

- 261/22 HIGHWAYS AND FOOTPATHS**
 Highways Working Party Update
 Members were updated following the recent meeting of the Highways Working Party with Adam Bazley, Area Highways Manager, and a resident of Broadbridge Park. *(Details of the meeting can be found in APPENDIX 1 of the Supporting Documents Report)*
- 262/22 SPEED INDICATOR DEVICE**
 Members considered the detail in the circulated Supporting Documents Report (APPENDIX 2) and 2 obtained quotes for a Speed Indicator Device.

 Members showed a preference for the Evolis solar powered device, but it was **AGREED** to delegate to the Clerk to order one device up to the value of £2,500, after obtaining advice on the best solution for requirements.

 It was **AGREED** to use Community Infrastructure Levy funding for this purchase.
(Proposer; Cllr GC, Seconded; KS – All AGREED)
- 263/22 PLANNING APPLICATIONS**
 The Chairman of the Planning Committee updated members on the comments raised in response to planning application DC/22/1503, Wellcross Farm. For the significant reasons stated in the response to this planning application, added as **APPENDIX A** to these minutes, the Parish Council **AGREED** to register objection to this application.
- 264/22 FINANCE AND ESTABLISHMENT PAYMENTS LIST RATIFICATION**
 Members **AGREED** to ratify the Payments list for October 2022, per Appendix 4 in the circulated report.
(Proposer; Cllr DT, Seconded; SH – All AGREED)
- 265/22 FINANCE UPDATE**
 The Clerk updated members on the proposed budget setting process, and potential concerns this year due to fluctuating inflation and interest rates.
- 266/22** Additional hours worked during September were ratified and **AGREED** by all.
- 267/22 EXTERNAL AUDIT**
 Members **NOTED** the Notice of Conclusion of Audit, with thanks to the Responsible Finance Officer.
- 268/22 ‘WARM WELCOME’ COMMUNITY WARM SPACE**

 Members considered the proposal in Appendix 5 of the Supporting Documents report. It was **AGREED** to host, in partnership with one of our Community Organisations, a trial Warm Welcome session and feed back to council on the success of the event, with a view to future scheduled events.
(Proposer; Cllr DT, Seconded; KS; 1 Abstention)
- 269/22 EMR COMMUNITY FUND**
 Members **NOTED** the EMR Community Resilience Hub is currently holding £3,926.51. It was **AGREED** to rename this to EMR Parish Community Fund and for community organisations to be invited, via the Community Forum to submit any initiative proposals for consideration by the council.
 It was **AGREED** to allocate a new EMR for 2023/24 of £5,000.

(Proposer; Cllr CK, Seconded; SC – All AGREED)

270/22 TREE WORKS

Members considered Appendix 6 of the Supporting Documents report. Members **AGREED** the recommendation to appoint Horsham Tree Services (quote 2) to carry out the identified tree works, noting further quotes had been sought but only 2 quotes received.
(Proposer; Cllr SH, Seconded; GC)

271/22 RECREATION

Members considered the recommendations in Appendix 7 of the Supporting Documents report and **AGREED** to delegate to the Clerks and Chair of the Recreation Committee items 17.1; 17.2; 17.3; 17.4 and 17.5

272/22 WILDFLOWER CORRIDORS

Members considered Appendix 8 of the Supporting Documents report and **AGREED** the estimate of £770.30 from Grasstex to strip and prepare 3 areas to sow wildflower seed in the existing wildflower area. Seed to be supplied by Parish Council.

Members **AGREED** the future annual maintenance cost of c. £1,376 to maintain the further verges (adjacent to the Village Centre Recreation ground and Village Centre building and **APPROVED** for the Clerks to submit an application to WSCC Highways to obtain the relevant licensing.

It was **AGREED** that the 2 above costs would be funded by EMR Streetscene, and was noted that the annual maintenance cost should be factored when considering the grounds maintenance contract and budgeting for 2023/24.

(Proposer; Cllr GC, Seconded; KS)

273/22 PARISH COUNCIL INSURANCE RENEWAL

The Chairman proposed a motion to suspend Standing Orders to enable discussion on items protected by contractual professional privilege.

(Proposer; Cllr TO, Seconded; SC – All AGREED)

It was **AGREED** to delegate the insurance renewal decision to the Finance and Establishment Committee.

(Proposer; Cllr SC, Seconded; KS – All AGREED)

Standing Orders resumed

274/22 PERSONNEL COMMITTEE RECOMMENDATIONS

Members **AGREED** the recommendations of the Personnel Committee:

1. To delegate to the Clerk and Chair of Personnel Committee to finalise the Community and Facilities Officer end of probation, following appraisal by the Clerk.
2. To amend the Personnel Committee Terms of Reference, in relation to the Clerk's appraisal process.
3. For additional hours worked to continue to be costed to the EMR Staff Resource reserve and to delegate to the Clerk the use of this EMR and the monitoring of staff costs to budget, reporting to the committee as appropriate.

Members were updated on other items discussed and agreed at the Personnel Committee meeting that will be considered by the Finance and Establishment Committee when budgeting, prior to recommendations to full council.

275/22 COMMITTEE MINUTES

It was **RESOLVED** by all present to adopt the minutes of the Personnel Committee meeting held on Monday 27th June 2022.

(Proposer; Cllr CK, Seconded; KS – All AGREED)

276/22

DATES OF NEXT MEETINGS

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

Finance and Establishment Committee – Monday 17th October – 19:45

Parish Council Meeting - Monday 7th of November – 19:30

Recreation Committee – Monday 28th November – 19:45

Personnel Committee – Monday January 19:45

Allotments Sub-Committee meeting (TBC)

The meeting closed at 22:49.

APPENDIX A