



Broadbridge Heath Parish Council

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EXTRAORDINARY MEETING OF THE PARISH COUNCIL 24th June 2025

Present Were:

Cllr Simon Leighton (SL)
Cllr Sarah Chandler (SC)
Cllr Geoff Clark (GC)
Cllr Jeanne Coker (JC)

Cllr Sam Hazell (SH) Vice-Chair
Cllr Terry Oliver (TO) Chair
Cllr Edward McLennan-Murray (EMM)

Clerk: Locum Clerks Louise Shaw and Lisa Wilcock

Guests: None present

Public: None present

The meeting started at 14.20pm following a demonstration with Scribe Accounting.

160/25 **Public Speaking**

Nothing from this meeting.

161/25 **Apologies and Reason for Absence**

None received for this meeting.

162/25 **Declarations of Interest and Notifications of changes**

Cllr SH declared an interest in 8.2 family member on the waiting list, 6.1 expenses on payment list. Cllrs TO, SC, GC, EMM and SL declared an interest in all matters relating to allotments.

163/25 **Chair's Announcements**

Cllr TO opened the floor to members. Cllr GC wished to remind members that the planning application for the old school site is now online and will be an agenda item for the next planning meeting Cllr GC will circulate dates for next planning meeting. Cllr TO wished to thank the Admin Officer Sandra Cooper for stepping up and helping out during this time and stated that she was an asset to the council. Cllr TO also wished to thank the two locum clerks Louise Shaw and Lisa Wilcock for stepping in and helping the council. He recognised the amount of effort, time and work it has taken to get the council back on track and caught up with outstanding works and further thanked them for the amount of work all three have been able to achieve in such a short space of time. Cllr SH addressed the members in relation to the meeting held with Scribe prior to the Extraordinary

meeting starting. Members agreed that the current system of Rialtas is not fit for purpose and Scribe would fit in better with what the parish council is looking for. Cllr JC proposed that the parish council move from Rialtis to Scribe as soon as possible. Cllr SM seconded the motion that the council moves accounting package. The Locum Clerks will get the accounting package moved over and will work to set up Scribe to be more affective. ***It was UNANIMOULSY agreed that the Council accept and approve***

164/25

End of Year 2024-2025 AGAR

5.1 Members accepted and approved the Internal Audit Report 24-25. ***It was UNANIMOULSY agreed that the Council accept and approve the Internal Audit Report.***

5.2 Cllr TO read out the Annual Governance Statement and agreed with all the statements. Cllr TO duly signed the statement. ***It was UNANIMOULSY agreed that the Council accept and approve to sign the Annual Governance Statement.***

5.3 Members accepted and approved the End of Year AGAR 24-25. Cllr TO signed the AGAR. It was noted that council thanked the Locum Clerk for her work in getting the End of Year completed. ***It was UNANIMOULSY agreed that the Council accept and approve the End of Year AGAR 24-25.***

165/25

Ratification of Past Decisions and Expenditure.

6.1 Cllr SH stated that the council had put in internal controls back in December 2024 to state that one councillor would put the payments on the banking system and two other signatories would authorise the payments. Cllr SH stated that he had some expenses which he would have to set up on the banking, which goes against the internal controls. Members were all in agreement that the expenses were approved. ***It was agreed that the Council accept and approve the expenses and agreed to authorise another signature for banking.***

6.2 Cllr SH mentioned that the contract with David Milbank will continue for the next six months. Cllr SH stated that the office was now using the contract to the full extent. ***It was agreed that the Council accept and approve the expenses and agreed to authorise the extension of the contract with David Milbank.***

166/25

Wickhurst Green Parcels

7.1 Cllr SH mentioned that he and officers had progressed the works. Signage, securing the site and insurance was now in place and quotes for grass cutting was now in progress. Cllr SH also mentioned about the other expenditure for other items, this includes extra strimming, replacement legs, weed membrane. ***It was UNANIMOULSY agreed that the Council accept and approve the grass cutting quote from Grasstex, to start immediately and to agree the extra expenditure.***

7.2 Cllr SH asked for authority to discuss and push forward the remaining parcels of land. All legal matters relating to this matter will be through the proper officer.

7.3 Cllr SH confirmed that HLS would seek a Fee agreement for the current works and that if the council opted to carry out any extra work, the council would pay for

this separately. Members agreed to engage HLS for the remaining parcels of land. ***It was UNANIMOULSY agreed that the Council accept and approve engaging HLS for the remaining parcels of land.***

7.4 Cllr SH suggested that the council conduct environmental survey for the parcels of land and suggested that the council pays for the surveys and not Visty. Cllr SH will arrange a meeting with Visty and Council.

167/25

Allotments- Churchill Way/Weston Avenue

8.1 Cllr GC stated that Cllr SH had done the majority of the work. He confirmed that Locum Clerk Lisa Wilcock had sent out the forms to the first 26 people. Council have had six forms back and suggested that the council print out the form and post through letter boxes. Cllr SH, GC and EMM would call the anyone not responded to ensure every opportunity was made to contact them. ***It was UNANIMOULSY agreed that the Council accept and approve to post the forms and phone calls.***

8.2 The Admin Officer had highlighted that the cultivation checks had not been done on Weston Avenue allotment. This is the second check since Oct 24. Cllr SH stated that plots 23, 30 and RB6 had not been maintained since the letters issued in Oct 24. Cllr SH also stated that plot 23 had paid, and plot 30 hasn't. Cllr SH stated that the plots would need to be cultivated back by 75%. Suggested where made that the Admin Officer make contact with the plot holders and gain further understanding on whether the plot holders which to continue. ***It was UNANIMOULSY agreed that the Council accept and approve the suggestion.***

168/25

Village Fete

Members discussed who was able to attend the Village Fete. Due to the lateness of the being informed the council have concluded that they will not attend the fete this year. ***It was UNANIMOULSY agreed that the Council accept and approve the motion for next year.***

169/25

Bank Signature Mandates

Council agreed the motion for Cllrs SH and TO to become bank signatures for the following banks: Lloyds and Nationwide. ***It was UNANIMOULSY agreed that the Council accept and approve that Cllr Sam Hazell and Terry Oliver to become bank signatures for Lloyds and Nationwide.***

It was UNANIMOULSY agreed that the Council accept and approve that Council moved to confidential Cllr SH and Cllr SC at 15.30pm

170/25

Personnel Committee

11.1 Cllr GC provided an update on personnel matters. Council received another staff resignation. The council accept the resignation from this member of staff. One member of staff had completed their resignation period and had left the council's employment. Cllr GC suggested recognising the member of staff for their work during their time. Cllr GC mentioned that one member of staff had

asked for their resignation time could be given as pay in lieu of mutual agreement. Cllr CG proposed that the council agree to considering a payment in lieu subject to conditions. Cllr TO seconded the motion. Cllr GC would like to discuss the matter and conditions with Worknest prior to any letters being issued. Council agreed to bring the matter back to council for 7th July. Council noted that the pay in lieu will include two months salary as June's salary will be paid by the end of June. Cllr JC suggested that the council write to the other member of the staff to formally thank them for their service during their employment. The Locum clerks will arrange flowers.

Cllr GC suggested the council starting recruitment for a Clerk as soon as possible with the council's staffing structure to be discussed at the 7th July meeting.

171/25

Date of next meetings:

- 12.1 Noted
- 12.2 Full Council – Monday 7th July 7.30pm
 Finance and Establishment Committee – Monday 21th
July 7.45pm
 Personnel Committee – 21st July TBC

The members agreed the dates provided for the next meetings and added that not withholding an extraordinary meetings that may be required.

With no further business to discuss, the Chair called the meeting to a close at 16.15pm

Signed..... Dated.....