



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 4<sup>th</sup> of February 2019 at 7.45pm in **St John's Community Hall**

**Present Were:** Cllr Geoff Clark (Chair)

Cllr John Newton	Cllr Christine Knight
Cllr Jeanne Coker	Cllr Roy Neilson
Cllr Penny Hayles	Cllr Ian Blunnie
Cllr David Trangmar	Cllr Terry Oliver
Cllr David Millbank	

**Clerk:** Jo Ball

**Members of the Public:** One

**District Councillor:** Matthew French

**Press:** None

### **034/19 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from Cllr Edwards, Cllr Turner and County Cllr Mitchell.

Councillors **NOTED** and **APPROVED** the absences.

### **035/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

### **036/19 PUBLIC SPEAKING**

One member of the public wished to speak. The topic of street lighting on the Warnham Road adjacent to the Ducky recreation ground was raised. It was highlighted that this had been raised by residents using the recreation

area for dog walking. It was felt that 2 or 3 lights on this stretch of road would have a positive impact.

The Chairman highlighted that this is a County Council issue and it was **AGREED** for the Clerk to explore options with WSCC.

**037/19**

### **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman expressed huge sadness regarding the tragic loss of Sally Horner, and informed the council that the below statement has been written.

'The Parish Council are deeply saddened to learn of the death of Sally Horner, a long-time member of the Parish Council and then additionally the District Councillor for Broadbridge Heath, before her retirement from local government.

Sally was always very committed to enabling the best for the community of Broadbridge Heath and was active in many activities within the village. Her enthusiasm and care for following up on aspects affecting both individuals and groups within the community, is well remembered.

Sally brought with her to the Parish Council a sense of commitment and service to the community and she will be fondly remembered by those that knew her.

Our thoughts and condolences are with her family and friends at this difficult time.'

Councillors thanked the Chairman for writing on behalf of the Parish Council and **AGREED** for the statement to be provided to the press.

The Clerk updated on the voluntary work of a resident to clear the path at Charrington Way recreation ground. It was **AGREED** for the Clerk to purchase a card and bottle of wine to say thank you from the Parish Council.

It was highlighted that the surfacing around the new bus stop will be carried out by Bellway within the next 2 weeks.

It was highlighted that Horsham Year of Culture team have approached the Parish Council with a view to holding some events in the village, this has been added to the recreation committee agenda for the 11<sup>th</sup> of February.

The Top Common working party was highlighted, it is taking place on the 14<sup>th</sup> of February from 10.00 – 13.00, the Green Gym will be supporting the activity and all Councillors are very welcome to attend.

The excellent work of Green Gym was raised and members expressed thanks for the work completed.

Information was **NOTED** by members, and it was **AGREED** to give a donation of £100 to the Horsham Green Gym.

**038/19 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday the 7<sup>th</sup> of January 2019 be accepted as a true and correct record of the meeting, the chairman signed the minutes.

**039/19 COMMITTEE MINUTES**

It was **RESOLVED** by all present to receive and adopt the minutes of the Finance and Establishment Committee meeting held on the 14<sup>th</sup> of January 2019.

**040/19 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Councillor Matthew French updated that the new leisure centre, The Bridge, is now open and looking good, and the old leisure centre is now almost completely gone.

The Football Club grounds are ready and the club could start using the pitches in April.

The new HDC Lottery was highlighted, the lottery costs £1 to enter and the top weekly prize is £25,000. Funds raised support local projects. It was requested for any local projects to be highlighted to Cllr French.

Cllr French stated that he was keen to support the underpass project and would explore funding options to assist.

It was raised that there are currently no bus routes servicing the new leisure centre, Cllr French NOTED this information.

The following written updates from County Councillor Christian Mitchell were given:

“The Budget will be voted upon at WSCC full council. The Police Precept was voted upon on 1 February and it is proposed that there be an increase of £24 p.a. for a Band D property.”

**041/19 THE VILLAGE CENTRE  
VILLAGE CENTRE REDEVELOPMENT INVOICES**

Three invoices for the Village Centre project were highlighted on the payment list. Invoices have been submitted to HDC for the payment of s106 funds for these invoices.

**VILLAGE CENTRE UPDATE**

**042/19**

An update was given on the project, the drain survey has been carried out and hall 2, which was previously used by the sea Cadets, cleared. There are several contractors interested in the main building contract. The next Village Centre Working Party meeting is on the 14<sup>th</sup> of February.

**043/19**

**PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JANUARY 2019**

<b>Application</b>	<b>Address</b>	<b>Details</b>	<b>Comments</b>
DC/18/2683	86 Thelton Avenue	Surgery to 1 x Oak	Work already completed.
DC/19/0052	54 Old Guildford Road	Loft conversion – Permitted Development application	No objections.
DC/19/0112	2 Harding Lane	2 Additional windows and external flue to be fitted	No objections.

**044/19**

**FINANCE AND ESTABLISHMENT**

**ADDITIONAL HOURS FOR STAFF**

It was **RESOLVED** to approve 4 additional hours for the Clerk and 2.5 hours for the Assistant Clerk for January 2019.

**045/19**

**PAYMENTS FOR JANUARY 2019**

Payments made online

<b>Payee</b>	<b>Narrative</b>	<b>£</b>
J Pilkington	Salary and Expenses	
J Ball	Salary and Expenses	
L Edwards	Salary and Expenses	
HMRC	Tax, NI, Statutory deductions	£332.65
LGPS	Contribution to LGPS	£376.00
SLCC	Annual membership	£247.00
SSALC Ltd	VAT Training session	£78.00
Chris Rolley	Allotment Training session	£110.00
Bel Signs	Panel Graphic for Charrington Way	£60.00
Sutcliffe Play	Brinx nuts	£20.83
Linda Butcher	Clerking	£151.20

Village Centre Social Club	Skips for hall 2 clearance	£639.00
Bel Signs	Outstanding payment	£38.00
Surrey Hills Solicitors	FC Legal fees	£1,545.00
Playdale	Playpark parts	£71.64
BAQUS	Village Centre Development Project	£1,830.00
Amberol	Keys for bin	£8.10
ASC Metals	Bus Shelter - supply and install	£4,272.00
Village Centre Social Club	The drain survey	£834.00
	Total payments	£13,166.82

It was **RESOLVED** to approve payments totalling **£13,166.82** for January 2019. Details of employee salaries and expenses are available upon request.

**046/19 FINANCE UPDATE**

An update was given by the Clerk on the finances to month 11. The Parish Council currently has £211,602.85 in total across all bank accounts and is on track to finish the year underspent as per the annual budget set at the start of the year.

Members **NOTED** this information.

**047/19 S106 UPDATE**

An update was given on the s106 funds that have become available from the Solomon's Seal development. It was **AGREED** to progress the applications for the £50k for the Ducky playpark, and also the £89k for the Village Centre playpark.

It was **AGREED** to add both of these projects to the Recreation Committee agenda to agree the specification for tender.

**048/19 CONCLUSION OF EXTERNAL AUDIT 2017/18**

The conclusion of audit notice was presented and it was accepted and **AGREED** by members.

**049/19 VAT RECLAIM**

The VAT reclaim for Q3 2018/19 was presented and it was **AGREED** for the Clerk to submit to HMRC.

**050/19 TREE INSPECTION**

Three companies were approached to provide quotes to inspect the Parish Council trees and two quotations were received and presented.

It was **AGREED** to proceed with the quote from Connick Tree care at a cost of £1,900 + VAT. It was **NOTED** that the detailed location map of the trees wouldn't be required and so the invoice should be under £1,900 + VAT. It was **AGREED** that the season would be considered for future surveys so trees can be observed with and without leaves.

**051/19 GRASS CUTTING CONTRACT FOR 2019**

Three quotes for grass cutting services were presented and it was **AGREED** to proceed with the quote from Grasstex. It was **AGREED** for the Clerk to seek to reduce the overall cost of the contract.

**052/19 HORSHAM MATTERS**

The Clerk and Cllr Knight gave an update from the quarterly meeting. It was **AGREED** to proceed with the cost for 2019/20 at £15,260.

**053/19 ALLOTMENTS**

The recommendation from the Recreation Committee to set up an Allotment Association to manage the allotments once transferred to the Parish Council was presented and **AGREED**.

It was raised that some of the s106 monies that will come to the Parish Council with the (Wickhurst Green) allotments could be used to purchase a shed for the site.

**054/19 CLERK LAPTOP**

It was **AGREED** to purchase a new laptop for the Clerk at a cost of £350.

**055/19 COUNCILLORS TECHNOLOGY**

It was **AGREED** to purchase a basic laptop for personal issue to Councillors who require one for parish council work. It was **AGREED** to purchase 8 laptops at a cost of £240 each, plus the Microsoft licences and anti-virus software required.

It was **AGREED** for the Clerk to work with Cllr Blunnie to order the laptops and arrange a set-up session for Councillors.

**056/19 CANTILEVER SWING**

The quote for the purchase of a new Cantilever swing was discussed and it was **AGREED** to proceed with the quote from Silvester Engineering for £597 to repair the existing swing.

**057/19**

**HIGHWAYS AND FOOTPATHS**

It was highlighted that there has been damage to the bridle path, believed to have been caused by the tree surgeons carrying out the work on the large Oak trees. It was **AGREED** for the Clerk to contact the PROW officer.

It was **AGREED** to add the Charrington Way footpath to the Recreation Committee agenda to seek a solution for the path that has been damaged by the flooding.

It was **AGREED** for the Clerk to obtain a timeframe for the WSCC leaflet for residents on the bypass downgrade and road closures.

**058/19**

**COUNTRYSIDE PROPERTIES UPDATE**

It was **AGREED** for the Clerk to contact Countryside Properties and express the disappointment of the Parish Council that no update had been received.

**059/19**

**LIGHTING AT THE DUCKY**

It was **AGREED** for the Clerk to contact WSCC and ask for them to consider the merits of lighting along Broadbridge Heath Road towards the ducky recreation area.

It was **AGREED** for the Clerk to check how many residents had highlighted this issue.

**060/19**

**GRANT APPLICATION**

It was **AGREED** to award a grant to the Broadbridge Heath Magazine for £1,311 for 2019/20.

**061/19**

**VILLAGE MAP**

The Village Map was presented and it was **AGREED** to add to the Recreation Committee agenda for final amendments and sign off.

Points were raised regarding the map and the (incorrect) exit off the A24 (needing to be removed) and also the 'break' in the Old Guildford Road needing to be made clearer.

**062/19**

**CONSULTATIONS, MEETINGS and ACTIVITIES**

It was **AGREED** that involvement with APCAG is not progressed at this time.

It was **AGREED** to accept the kind donation of the Horse Chestnut Tree and members thanked Warren Jones for making arrangements. It was **AGREED** that members will be notified of the exact location.

It was **AGREED** that Councillors would like to take up the offer of a visit to the Sussex Police Contact and Command Centre, and for the Clerk to arrange.

No comments were expressed on the WSCC Soft Sand Review.

It was **AGREED** for the Clerk to write a letter to the Hendy Ford Garage regarding the litter at the back of the site.

Strategic Housing and Employment Availability Assessment (SHELAA) Housing Report was **NOTED** by members. It was **AGREED** for the Clerk to clarify the inclusion of the green space adjacent to the bypass.

**064/19**

**SOCIAL MEDIA**

Messages on the bus shelter surfacing and the HDC Steady On class at the leisure centre were **AGREED**.

**065/19**

**RECRUITMENT AND STAFFING**

It was highlighted that the staff pension is moving to Hampshire Pension Service for administration.

Members **NOTED** the information.

**066/19**

**DATE OF NEXT MEETINGS**

4<sup>th</sup> of March 2019 – Parish Council Meeting  
11<sup>th</sup> of February 2019 – Recreation Committee

The meeting ended at 22.15