



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 1st of April 2019 at 7.45pm in **St John's Community Hall**

Present Were: Cllr Terry Oliver (Chair)

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

Clerk: Jo Ball

Members of the Public: One

Press: None

097/19 CHARIMAN

Due to the absence of the Chairman and Vice Chairman, Cllr Terry Oliver was nominated unanimously to chair the meeting.

098/19 APOLOGIES AND REASON FOR ABSENCE

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

Councillors **NOTED** and **APPROVED** the absence.

099/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

No pecuniary interests. Cllr Knight declared that one of the contractors providing a quote for the pathway is known.

100/19 PUBLIC SPEAKING

One member of the public wished to speak, Standing Orders were suspended in order to allow this.

The issue of the footpath at Swann Way / Sleets Road was highlighted and a written report provided.

The question was raised if anything can be done to stop people parking on the footpath in this area.

The issue of inadequate signage for the 20mph zone in Sleets Road was raised, and the question raised to see if more signs could be obtained.

It was raised that there is no road name sign for Swann Way, and the question posed to see if one could be obtained.

It was **AGREED** for the Clerk to look into the issues raised with WSCC and HDC and to add to the agenda for the 13th of May for an update to be provided.

101/19

CHAIRMAN'S ANNOUNCEMENTS

It was highlighted that this was the last meeting before the election of the new Council in May.

Cllr Oliver expressed thanks on behalf of the council to Viv Edwards for her service to the council in the role of Chairman over the past 4 years, and it was **AGREED** for the Clerk to send flowers to Viv on behalf of the council.

Cllr Oliver expressed thanks to the council staff for their hard work over the year.

It was updated that approval has been received from SSE for the hanging baskets this year and they are currently with the supplier.

A reminder of the annual meeting was given – this takes place on the 20th of May.

The Age UK Village Agent is now in post, Hayley Dower is the successful applicant.

A thank you letter was received from Green Gym for the donation of £300, and also a thank you card from a resident.

102/19

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 4th of March 2019 be accepted as a true and correct record of the meeting with one amendment regarding the schools admissions; February and March minutes were signed.

103/19 COMMITTEE MINUTES

It was **RESOLVED** by all present to receive and adopt the minutes of the Recreation Committee meeting held on the 11th of March 2019.

104/19 COUNTY AND DISTRICT COUNCILLOR REPORTS

None present.

105/19 THE VILLAGE CENTRE

VILLAGE CENTRE REDEVELOPMENT INVOICES

Three invoices on the payment list relate to the Village Centre.

VILLAGE CENTRE UPDATE

The tender documents have been sent out to interested contractors with a return date of the 30th of April.

The trees in front of the Village Centre have been trimmed ready for removal by the main contractor, when appointed.

The Clerk met the architect, the contractor and WSCC lead for the road downgrade on site to discuss the projects and interdependencies. This was a very positive meeting and access will be facilitated through the road closure.

PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH 2019

107/19 No objections were raised to the following applications:

Application	Address	Details
WSCC/026/19	Shelley School	New classroom
DC/19/0395	Broadbridge Farm, Old Wickhurst Lane	Single storey garage / rear extension
DC/19/0251	Land north of Heath Barn Farm	Signs and flags
DC/19/0498	56 Corsletts Avenue	Surgery of 1x Silver Birch
DC/19/0564	The Oaks, Oak lane	Extension and garage conversion

DISC/19/0032	Wickhurst Square, Sargent way	Approval of details reserved under 9,11, 15 and 16 of DC/17/0388
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108/19 FINANCE AND ESTABLISHMENT

ADDITIONAL HOURS FOR STAFF

It was **RESOLVED** to approve 12.2 additional hours for the Clerk and 21 hours for the Assistant Clerk for March 2019.

109/19 PAYMENTS FOR MARCH 2019

Payments made online

Payee	Narrative	£
Ms Jo Ball	Salary and expenses	
Mr John Pilkington	Salary and Expenses	
Mrs lucinda Edwards	Salary and Expenses	
DELTA GREEN	VC Stages 1-4	£3,420.00
BBH Gala Association	Fete pitch 2019	£10.00
CONNICK TREE CARE	CONNICK TREE Survey	£1,800.00
Mr David Bridges	CW Hedge Planting	£343.85
SURREY HILLS SOLICITORS	FC Invoice ref 1937	£360.00
Hags	Swing replacement	£336.00
Horsham District Council	Cleaning play area	£95.00
Horsham District Council	Bins	£168.32
Mulberry and co	2018/19 Q4 Payroll	£126.00
PWLB	Repayment of VC Loan	£2,838.31
BBH MAGAZINE	Grant payment	£1,311.00
SSALC Ltd	Clerk training	£216.00
Online Playgrounds	Swing seat replacements	£304.56
WSSALC Ltd	Subscription 2019/20	£1,541.46
AMBEROL	Bin	£268.20
HMRC	March PAYE and NI	£393.31
West Sussex LGPS	March Pension	£413.97
PD & CE SNELLING	VC Tree reduction	£1,680.00
RICHARD ATKINSON ARCHITECT	ref 2016/35 - 2176	£7,723.20
	Total payments	£26,611.20

110/19

It was **RESOLVED** to approve payments totalling **£26,611.20** for March 2019. Details of employee salaries and expenses are available upon request.

111/19 FINANCE UPDATE

An update was given by the Clerk on the finances to present date.

There is currently £361,654.73, this includes the public works loan of £150,000 for the Village Centre redevelopment project, held across the following accounts:

Co-op current account £217,228.34
Lloyds bank account £26,467.20
Nationwide instant saver £16,025.88
Nationwide 1 year savings account £51,874.78
Co-op 14 day saver £58.53
Lloyds savings account £50,000

An update was given from the finance chairman that the parish council will be spending the budgeted precept in 2019-20 and not increasing reserves.

112/19 S106 REPORT

An update was given on the current s106 funds available. There are several sums that have become available to apply for, the most significant being for £278,538.04 for open space sport and recreation.

It was **AGREED** for the Clerks to continue to pursue these funds to fund improvements to the village in line with specific projects.

It was raised whether it would be possible to have lighting on the bridle path, perhaps low pathway lighting, funding from the s106 funds.

113/19 YOUTH SERVICES

An update was given regarding the provider taking on the youth clubs for the area from Horsham Matters. 4 The Youth will be taking on the services in Horsham and covering Broadbridge Heath. Cllr Knight and the Clerk attended a meeting with 4 The Youth and was very impressed with the service offering. Copies of policies and insurance have been received.

The service plans we unanimously **AGREED**, as was the cost of £8,407.36. The contract was **AGREED** with one amendment regarding 'Broadbridge Heath Parish Council premises'. It was

highlighted that there would be extra costs for hall hire, this was **AGREED** and **NOTED** by Councillors.

It was **AGREED** to scope ways to get back to full service provision, as provided by Horsham Matters and to add this to the September PC Meeting agenda.

114/19

THE DUCKY PLAYPARK

The recommendation from the recreation committee to proceed with the design from Eibe Play Ltd at a cost of £49,896.67, was **AGREED**. It was **AGREED** to apply to use £49,500 S106 money from DC/13/2408 and the remaining £396.67 to be spent from ear marked reserves.

It was **AGREED** to insure the new play area at a cost of up to £700 for the first year.

It was **AGREED** for the assistant Clerk to place the order with Eibe Play Ltd.

It was **AGREED** to hold a presentation evening on the 29th of April at 8pm for Eibe Play Ltd to come and present the design to Councillors.

It was **AGREED** to display pictures of the new Playpark at the Annual Public Meeting on the 20th of May.

115/19

VILLAGE CENTRE PLAYPARK

The recommendation from the recreation committee to set a budget of £100,000 was **AGREED** and to apply to use S106 money from DC/13/2408 to fund the project.

The tender documentation was **AGREED**, and it was **AGREED** to apply to HDC for the s106 funds once the responses to tender have been received.

It was **AGREED** for the Clerks to do the initial evaluation of responses and arrange a presentation evening on the 10th of June for contractors to come and present to Councillors for final selection of design.

Thanks were expressed to the assistant clerk for the excellent work in completing all of the tender documentation.

116/19

DUCKY PATH

Three quotes were presented for the new path at the Ducky recreation ground.

Cllr Knight expressed an interest and didn't contribute to the discussion.

It was **AGREED** to proceed with the quote from SGS Surfacing Ltd, for £14,530. It was **AGREED** for the assistant clerk to go ahead and instruct the works.

It was **AGREED** to apply to DC/16/2934 and DC/13/2408 to cover the £14,530.

117/19

VILLAGE CENTRE GREEN SPACE

An update was given on the proposal originally commissioned and presented by HDC, with the s106 funds now available it may be possible to create elements from this scheme. It was **AGREED** for the clerks to explore this further.

It was **AGREED** for the Clerk to contact the BBH Jnr FC regarding pitch requirements.

118/19

TREE SURVEY

Observations were invited on the recent tree survey and the Clerk updated the quotes are being obtained for the required works.

Members **NOTED** the information.

119/19

BYPASS DOWNGRADE

The WSCC Communication has gone to all residents and work is due to commence shortly.

120/19

WICKHURST GREEN

An update was given regarding the Parish Council Office Building; it is due to be ready for hand over in September 2019, the Clerk is meeting with Countryside Properties in April to view inside the building, from the outside it looks good.

The issues that the Football Club are experiencing were highlighted, it was updated that this was raised directly with HDC at the recent meeting.

It was raised that the traffic signals on the new bypass are not currently working and it was **AGREED** for the Clerk to raise with WSCC.

121/19

POLICIES

The training and development policy was presented and **ADOPTED**, with one amendment regarding the sum limit for repayment should a member of staff leave after training, this will be changed to £300.

It was **AGREED** to defer the Facebook policy to May's PC Meeting.

122/19

GALA ASSOCIATION SUMMER FETE

The recommendation from the recreation committee to set up a working party was **AGREED**.

It was **AGREED** for the first meeting to take place on Tuesday 9th of April at 7.45pm.

123/19

WORK PLANNER

The work planner was presented and **AGREED**.

It was **AGREED** to purchase a couple of bags of wood chippings to place under the bus shelter whilst awaiting for Bellway to surface the area.

It was **AGREED** to contact the bus companies regarding potential for routes to go past the new neighbourhood centre.

124/19

NALC AWARD

It was **AGREED** to widen the scope of the application to include the wider work of the parish council for e.g. Age UK Village Agent, the Top Common, the Youth Club inc. the underpass project, the poster project with Shelley School. It was **AGREED** to submit the application once complete.

125/19

ELECTION

The timeline for the election was given and members **NOTED** this information.

126/19

SOCIAL MEDIA

The report written by Cllr Trangmar was **APPROVED** and it was **AGREED** that this should be published in the BBH magazine with a link then from the Parish Council Facebook page, once published.

RECRUITMENT AND STAFFING

It was **AGREED** for the Assistant Clerk to work an additional 15 hours per month on the playparks projects.

The incremental pay increases for the Environment Officer and the Assistant Clerk were **AGREED**, to £9.96ph and £11ph respectively.

DATE OF NEXT MEETINGS

13th of May 2019 – Parish Council Annual Meeting of the Council

20th of May 2019 – Public Annual Parish Meeting

29th of April 2019 – Finance and Establishment Committee

17th of June 2019 – Recreation Committee

The meeting ended at 21.57