



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 3<sup>rd</sup> of June 2019 at 7.45pm in **St John's Community Hall**

**Present Were:** Cllr Terry Oliver (Chair)

Cllr Viv Edwards  
Cllr Christine Knight  
Cllr Jeanne Coker  
Cllr Penny Hayles  
Cllr David Trangmar

Cllr Geoff Clark  
Cllr Emily McGowan  
Cllr Roy Neilson  
Cllr Ian Blunnie  
Cllr David Millbank

**Clerk:** Jo Ball

**Members of the Public:** Three

**County Councillor:** Cllr Christian Mitchell

**District Councillor:** Cllr Louise Potter

**Press:** None

**156/19**

### **PUBLIC SPEAKING**

A concern was raised regarding the traffic calming measures and the impact on traffic on Billingshurst Road and Warnham Road. It was proposed that the Parish Council place vehicle counting strips on the road near to the Warnham Road and One Stop shop.

It was **AGREED** for the Clerk to contact WSCC regarding the possibility of using traffic counting strips.

Cllr Mitchell updated that if funds were available traffic monitoring strips could be arranged.

It was **AGREED** for the Clerk to add to the agenda for July's PC Meeting.

It was **AGREED** for the Clerk to contact Warnham and Slinfold Clerk's regarding any work they have done on traffic counting.

**157/19 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from, Cllr Matt Allen.

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

**158/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

No pecuniary interests. Cllr Knight highlighted that Paul Kornychy (regarding the bus route report) is known to her.

**159/19 CHAIRMAN'S ANNOUNCEMENTS**

Thanks were given to Cllr Viv Edwards for the exceptional contribution to the village through the chairmanship of the Parish Council over the past 15 years, and a rose plant was presented on behalf of the Parish Council.

The Chairman highlighted the work of the Joint Action Group (JAG) and attendance at the latest meeting on behalf of HALC. The Chairman raised issues relating to speeding in the village and the parking issues by Chantry Court – action has now been taken by HDC in relation to the parking on the double yellow lines. The parking on the pavement was raised with the police representative at the meeting.

The Chairman highlighted that in a meeting with the Chief Constable of Sussex Police in his SSALC role the matter of speeding in the village had been raised. Sussex Police are exploring the option of Parish Council's being able to hire average speed cameras for a fixed time.

Cllr Mitchell confirmed speed cameras area police matter.

**160/19 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 13<sup>th</sup> of May 2019 be accepted as a true and correct record of the meeting.

**161/19 COMMITTEE MINUTES**

None.

162/19

### COUNTY AND DISTRICT COUNCILLOR REPORTS

Cllr Mitchell highlighted the review of Children's Services currently ongoing in WSCC.

Cllr Mitchell highlighted correspondence received regarding the A281 and A264 road works. Concerns about rat running and also increased time of journeys. The emphasis on uniting the village was highlighted and it was suggested that it would be useful to re emphasise this.

It was confirmed that the road design on the A264 is safe having been through 3 safety audits and an external audit.

A question was raised regarding visibility at the double roundabouts over the A24, that it is not easy to see cars coming from the right both north and south bound. Cllr Mitchell will look into it, as it might need paving rather than remaining a grassed area.

The issue of unclear road marking at the A24 roundabout to A264 was raised. It was highlighted that there were 15 members of the public there today viewing the situation on site with the view of helping improve the situation including the problem with unclear right of way of the merging cars.

Cllr Mitchell stated there is a meeting with Warnham PC booked for next week regarding the road closure and diversion routes.

It was raised that an emergency vehicle couldn't get through the road closures.

Cllr Potter highlighted that contacts had been received regard the road closures, however when people understand the plan they are generally supportive.

It was suggested that the Parish Council publish a picture of what the centre of the village will look like when all is complete. It was **AGREED** when a picture is received from HDC planning it will be displayed on the website.

Cllr Potter raised the issue of traffic jams at the roundabouts at peak times and the issue of unsafe crossing to the skate park. Also, raised that there is a meeting scheduled with Countryside Properties and she will report back.

163/19

### **HIGHWAYS AND FOOTPATHS**

It was **AGREED** for this item to be moved up the agenda.

The Chairman proposed facilitating a public multiagency meeting to enable discussion between residents and agencies – so views could be shared.

It was highlighted that there is no opportunity to change the scheme to the purpose of the meeting is to give information. It was suggested that a fact sheet could be added to the newsletter.

It was **AGREED** for the Clerk to put together a proposal for an information giving meeting and add to the agenda for the July PC Meeting.

Louise Potter kindly agreed to share a copy of FAQs she has received.

It was highlighted that the footpath from the ducky is now open to Solomon's Seal, and it was highlighted that there is a pond in Solomon' Seal which was not expected. It was **AGREED** for the Clerk to check with HDC planning compliance.

Robin hood Lane was raised with Cllr Mitchell and the council was updated that it is a matter for Sussex Police to enforce the width restriction. HDC has no power to enforce as there are no planning restrictions in place.

Cllr Potter kindly agreed to enquire as to the activity involving the trucks going into Field Place.

It was raised with Cllr Mitchell regarding the panel sliding off the road sign on the A264 heading towards Highwood Hill. Cllr Mitchell kindly agreed to address this.

164/19

### **Age UK**

It was **AGREED** for this item to be moved up the agenda.

Mandy and Hayley from Age UK gave an overview of the village agent role and thanked the Parish Council for the funding that created this role for the village.

Hayley is making contacts within the village and attending groups already established. An update report will be provided by Age UK in September.

165/19

**THE VILLAGE CENTRE  
VILLAGE CENTRE REDEVELOPMENT INVOICES**

None.

**VILLAGE CENTRE UPDATE**

It was acknowledged that the tender submissions had been received and all are over budget, the Clerk is meeting with the architect later on in the week to discuss.

The issue with the estimation of required spend on mechanical and Electrical was raised by members.

It was emphasised that it is needed to get back to the budget figure and the members are looking forward to receiving further information.

Concerns were raised regarding the tenders being over budget and it was **AGREED** the council needs to move forward and get the best solution for this project.

It was **AGREED** for the Clerk to pursue this and ask questions on behalf of the Council. It was **AGREED** for the Clerk to express the disappointment of members to the architect and ask for options within budget. It was **AGREED** not to pay further invoices until satisfied with the outcome. It was **AGREED** to arrange a VCWP meeting for the 6<sup>th</sup> of June and a meeting with the VCWP, Parish Councillors, the architect and BAQUS for the 11<sup>th</sup> of June.

**OWNERSHIP OF LAND**

The report on the ownership of the land at the Village Centre has been circulated to members and it was **AGREED** to spend £500 on legal advice (quote obtained from Surrey hills Solicitors). It was **AGREED** to add to the agenda for the July meeting.

166/19

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

No objections were raised to the following applications:

Application	Address	Details
DC/19/1026	12 Heydon Way	Loft conversion
DC/19/1066	73 Charrington Way	Garage conversion

It was **AGREED** for the Clerk to raise an objection with HDC regarding:

DC/19/1063	38 Carter Drive	Garage conversion
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Objection on the ground of loss of privacy, inappropriate building for living space and the proposal not being in keeping with the street scene.

**167/19 FINANCE AND ESTABLISHMENT**

**ADDITIONAL HOURS FOR STAFF**

It was **RESOLVED** to approve 15.75 additional hours for the Clerk and 25 hours for the Assistant Clerk for May 2019.

**168/19 PAYMENTS FOR MAY 2019**

Payments made online

Payee	Narrative	£
Ms Jo Ball	Salary and Expenses	
Mr John Pilkington	Salary and Expenses	
Mrs lucinda Edwards	Salary and expenses	
HMRC	PAYE and NI	£357.25
West Sussex LGPS	Pension	£400.19
Vision ICT	SSL Certificate	£90.00
Vision ICT	Website Development	£750.00
SSALC Ltd	LCR Magazine subscription	£34.00
DM Service	Singleton Road post repairs	£100.00
DM Service	Ducky Post post repairs	£355.00
Elements Tree Surgery	Bin install	£90.00
AiRS	Membership	£50.00
BBH Jnr Football Club	Grant - Drainage	£3,900.00
	Total	£9,126.26

**169/19** It was **RESOLVED** to approve payments totalling **£9,126.26** for May 2019. Details of employee salaries and expenses are available upon request. Note – Vision ICT payment amount corrected to £750.00.

It was **AGREED** to proceed with the purchase of 9 Parish Council laptops for issue to councillors and for payment to be made directly to the Credit Card to avoid incurring any interest.

170/19

**FINANCE UPDATE**

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

There is currently £361,158.94 held across the Parish Council bank accounts, this includes the £150,000 PWLB Loan for the Village Centre Development project.

This information was **NOTED** by councillors.

171/19

**GDPR**

It was **AGREED** to continue with the Data Protection service provided by GDPR Info for a further year at a cost of £350.

172/19

**Q4 VAT RETURN**

The Q4 2018/19 VAT return was **APPROVED** and it was **AGREED** for the Clerk to make the submission to HMRC for refund.

173/19

**GENERAL POWER OF COMPETENCE**

The Clerk updated that all aspects required to become a Parish Council with the General Power of Competence are in place; the Clerk has gained the Certificate in Local Council Administration (CiLCA) qualification and more than two thirds of the council are elected. It was **RESOLVED** by members to adopt the general power of competence.

174/19

**PLAYPARKS**

An update was given that 7 excellent responses had been received to the tender process and the recommendation from the recreation committee will be presented to the July PC Meeting.

It was **AGREED** to proceed with the Playpark annual inspection and installation inspection in July at a cost of £557.50.

It was **AGREED** to explore options to improve the drainage of the Village Centre park.

Thanks were expressed to the Assistant Clerk for excellent work on both playpark projects.

175/19

**COUNCILLOR VACANCIES**

It was **AGREED** to advertise the 2 parish councillor vacancies on the new website and also to approach the district councillors as they have been members in the past.

- 176/19**            **PHONE BOX**  
It was **AGREED** for the Clerk to explore options for the red Phone Box outside the Scout Hut and add to the agenda for the July PC Meeting.
- 177/19**            **WICKHURST GREEN**  
The Clerk highlighted the visit to the Parish Council Office Building taking place on Thursday and it was **AGREED** that photos would be circulated after the visit.
- It was **AGREED** that the Gala Association could use c/o Parish Council Office Building for their address.
- It was **AGREED** that more information was needed on the Neighbourhood Centre plans.
- Regarding the bus route proposal it was **AGREED** that this was supported in principle, but the members would like to have some information on the impact of the change on current users brought back to the next meeting. It was questioned if it could service both Billingshurst Road and the downgraded road in a loop.
- 178/19**            **COUNTRYSIDE WRITTEN UPDATE**  
Non given. It was **AGREED** for the Clerk to request an update on the allotments and playparks.
- 179/19**            **FACEBOOK POLICY**  
The Facebook policy was **AGREED** and **ADOPTED**.
- 180/19**            **VILLAGE FETE**  
It was highlighted by the working party that plans are in place within budget. Good work by the Assistant Clerk.
- 181/19**            **WORK PLANNER**  
The work planner was presented and members NOTED the information. It was **AGREED** to add the Fete to the high priority list.
- 182/19**            **GRANT APPLICATIONS**  
BBH Community Speedwatch – It was **AGREED** to check if this equipment can be borrowed from Sussex Police. Subject to checking this is approved for purchase by the PC for loan to the BBH Community Speedwatch group.
- It was **AGREED** to award a grant for £200 to 4Sight Vision. It was **AGREED** for the Clerk to recommend to Hayley to contact 4Sight Vision regarding Broadbridge Heath residents.



**183/19**

**CONSULTATIONS, MEETINGS AND ACTIVITIES**

It was updated that the summer newsletter is almost ready.

The opportunity for attendance at NALC conferences was raised.

It was **AGREED** to offer no comment on the correspondence from North Horsham Parish Council.

It was **AGREED** to fly the Union Jack for 7 days commencing on the 6<sup>th</sup> of June in recognition of the Armed Forces Covenant.

**184/19**

**SOCIAL MEDIA**

It was **AGREED** to refer the proposed Facebook message on outdoor gym equipment to the Recreation Committee.

**185/19**

**RECRUITMENT AND STAFFING**

It was **AGREED** for the assistant Clerk to commence the CiLCA qualification, and for the Parish Council to pay the £250 fee, plus one hour a week study time for up to a year.

It was **AGREED** for the assistant clerk to purchase a cheap (around £10) pay as you go mobile phone.

**DATE OF NEXT MEETINGS**

1<sup>st</sup> of July 2019 – Parish Council Annual Meeting of the Council

17<sup>th</sup> of June 2019 – Recreation Committee

15<sup>th</sup> July – Finance and Establishment Committee

The meeting ended at 22.50