



## BROADBRIDGE HEATH PARISH COUNCIL

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

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

Cllr Penny Hayles  
Cllr Roy Neilson  
Cllr Ian Blunnie  
Cllr David Trangmar  
Cllr Emily McGowan

Cllr Christine Knight  
Cllr David Millbank  
Cllr Viv Edwards  
Cllr Paul Wales

**Clerk:** Jo Ball

**Members of the Public:** Three

**Press:** None

### 282/19 **PUBLIC SPEAKING**

The Chairman of the Village Centre Trustees raised the matter of the proposed access to the Village Centre recreation ground. It was highlighted that there is currently no access to the recreation ground for vehicles and a bridge over the stream at the back of the building had been proposed by the parish council. The Chairman of the Village Centre Trustees raised that insufficient detail had been provided to enable the trustees to agree the proposal and emphasised the preference for all access to come from the main road side of the field.

It was **AGREED** to move agenda item 9.4 forward in the agenda. The Clerk updated that delay of the playpark project had been discussed with Kompan and the playpark install could be postponed to early 2020, giving additional time to explore access via the main road.

The chairman gave an update on the background to this, in that due to the new footpath / cycle way the VC recreation ground is not currently accessible by vehicles.

Standing orders were suspended in order for members of the public to comment on agenda item 9.4 and a question was raised as to whether the proposed bridge would qualify as an emergency access point.

The VC trustees emphasised their preference for access to come from the main road.

It was **AGREED** to progress with the WSCC applications for access from the main road and to report back in December. It was **AGREED** that this option must be fully scoped before the option of a permanent bridge is proposed again if necessary.

It was **AGREED** to place the order of the play equipment on hold and re order in the new year.

#### **283/19 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from Cllr Clark, Cllr Coker, Cllr Potter, District Cllr Allen and County Cllr Mitchell.

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

#### **284/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

#### **285/19 4 THE YOUTH**

Paula Lintott, 4 The Youth, gave an overview of the Toasties attendance and activities. Currently 15-30 young people attend on a Friday evening. There are currently 2 members of staff and many volunteers. 4 The Youth would like to increase the youth services in the village and are looking at the possibility of using the Village Centre as a larger venue with outside space.

The chairman invited proposals from 4 The Youth for services that could be offered in the village and invited Paula back to a meeting in the new year.

#### **286/19 CHAIRMAN'S ANNOUNCEMENTS**

Thanks were expressed to the Horsham Green Gym for the recent bulb planting, and it was highlighted that the remaining bulbs would be planted at Charrington Way field around the new trees.

An update was given from the NALC conference and it was highlighted that the focus was on filling the gaps in services that county council can no longer provide.

It was highlighted that the 63 bus route has now changed to incorporate the leisure centre.

PCSO Tracy Bicknal is the PCSO for Broadbridge Heath.

The proposed name for the new road at Hares Hill Farm is Hares Hill Close. It was **AGREED** for the Clerk to feedback to HDC that this was approved by members.

It was **AGREED** for the Gala Association to hold the village fete at the Ducky, or VC field, on the 4<sup>th</sup> of July 2020.

Members **NOTED** the information.

**287/19 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 October 2019 be accepted as a true and correct record of the meeting, the minutes were signed.

**288/19 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 October 2019 and the Minutes from the Recreation Committee held on the 16<sup>th</sup> of September 2019.

**289/19 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Councillor Louise Potter provided a written update highlighting that the preparation for the surfacing works has commenced in Wickhurst Green - starting in Buck Way and moving upwards. They are expected to be completed by the end of January. There was concern that the closure of Buck Way would cause problems for residents as they tried to exit the new development at peak times. The contractors have been supportive of this and have agreed to keep the exit open wherever possible.

Members **NOTED** the information.

It was **AGREED** for the Clerk to contact WSCC regarding the end date of the main road works.

It was **AGREED** for the Clerk to check if the 'bus area' is just for buses or if taxis and motorbikes can use this zone.

**290/19 THE VILLAGE CENTRE  
VILLAGE CENTRE REDEVELOPMENT INVOICES**

There are four payments on the payment list for the Village Centre project this month; for Richard Atkinson, HDC, Baqus and Uprise Construction Ltd. The reports in relation to the Uprise Construction Ltd payment had been circulated in advance

of the meeting. The payments were **AGREED**. The Clerk updated that the invoice had been prepared for HDC to draw down on the s106 funds.

**291/19 VILLAGE CENTRE UPDATE**

The project is progressing well and the first monthly sign off meeting has been held. The Clerk and Chairman had a site visit and good progress is being made.

An update was given on the pathway options, for the access to the new social club entrance.

It was **AGREED** that the bar fit out would not be added into the parish council contract as previously agreed that this would be funded by the social club.

The Clerk updated that advice had been sought on the donation to the VC project with regards to the VAT position.

**292/19 VILLAGE CENTRE RECREATIONAL GROUND**

The Memorandum of Agreement for the management of the Village Centre recreation ground was signed by the Chairman on behalf of the council.

**293/19 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN OCTOBER 2019**

Application	Address	Details
DC/19/1897	Land at Wellcross Farm	Retirement village 146 units

It was **AGREED** for the Clerk to submit an objection to this application and the adjacent retirement village proposed; the Slinfold PC objections to be used as a template.

**294/19 FINANCE AND ESTABLISHMENT**

**ADDITIONAL HOURS FOR STAFF**

It was **RESOLVED** to approve 8.5 additional hours for the Clerk and 23 hours for the Assistant Clerk for October 2019.

**295/19 PAYMENTS FOR SEPTEMBER 2019**

Payments made online

Payee	Narrative	£
Ms Jo Ball	Salary and Expenses	
Mrs lucinda Edwards	Salary and Expenses	
Mr John Pilkington	Salary and Expenses	
HMRC	PAYE and NI	£489.91

West Sussex LGPS	Pension	£415.07
PWLB	PWLB Loan repayment	£3,849.15
Mulberry and co	Payroll services	£126.00
Horsham District Council	Bin at VC	£51.09
GRASSTEX Ltd	Invoice 3235	£579.00
Information Commissioners Offi	Data Protection Fee	£40.00
BEL SIGNS	Fixings for Silent Soldier	£36.00
BEL SIGNS	Ducky gate sign	£228.00
Horsham Tree services	TC and Trees at CC	£1,584.00
The Royal British Legion	Wreath	£16.00
The Royal British Legion	Poppies	£300.00
4 THE YOUTH	Autumn Term	£2,530.29
Clemsfold Sawmill	Wood for benches	£172.22
VISION ICT	.gov.uk renewal	£66.00
VISION ICT	Website hosting and sup 2020	£474.00
RICHARD ATKINSON ARCHITECT	2016/35 2213	£1,867.22
Horsham District Council	Building Control VC	£840.00
BAQUS	QS Services 31493	£1,080.00
UPRISE CONSTRUCTION LTD	19/212 First payment	£74,533.20
	Total payments	£92,337.70

It was **RESOLVED** to approve payments totalling **£92,337.70** for October 2019. Details of employee salaries and expenses are available upon request.

#### **296/19 FINANCE UPDATE**

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

There is a total of £279,706.02 across the PC accounts, this includes the £150k public works loan for the Village Centre project.

The Clerk updated that there are two outstanding invoices for the legal fees for the Football Club lease, and it is being requested to use s106 funds to pay these.

Members **NOTED** this information.

The VAT return for Q1 and Q2 for £23,684.77 was approved for submission to HMRC for refund.

#### **297/19 CONCLUSION OF AUDIT 2018/19**

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

**298/19 PERSONNEL COMMITTEE**

The Terms of Reference for the Personnel Committee were **AGREED** and **ADOPTED**.

The membership of the committee was **AGREED** to be Cllr Oliver, Cllr Edwards, Cllr Trangmar, Cllr McGowan, Cllr Blunnie and Cllr Knight.

It was **AGREED** that the committee will prioritise auditing the employment policies.

**299/19 COUNCILLOR ALLOWANCES**

It was **AGREED** to adopt the Members Allowance Scheme for 2019/20, and to budget for an allowance of £450 per councillor. For 2019/20 the allowance payable to each eligible elected parish councillor is based on 9.4% of the basic allowance for HDC Councillors. For 2019/20 the HDC basic allowance is £5,070 per annum, therefore the parish council proportion is £477 per annum.

It was **AGREED** for this to be paid quarterly in arrears.

**300/19 TENNIS CLUB AGREEMENT**

The Tennis club agreement for the next 10 years, to 31/3/2029 was **AGREED** and the Chairman signed the agreement on behalf of the council.

**301/19 HIGHWAYS AND FOOTPATHS**

It was updated that the surfacing works, starting at Buck Way started today as so far the contractors have done really well at keeping the road open.

The Grasstex quote for £650.00 for weed spraying was **AGREED**, provided it was carried out at the right time of year and using the approved spray. It was **AGREED** for a quote to be obtained from Grasstex for weed spraying the pavements, and to arrange for HDC to sweep the kerbs.

**302/19 WICKHURST GREEN AND SOLOMONS SEAL**

The Clerk updated on recent meeting with HDC regarding the transfer of parcels of land. It was updated that the Parish Council Office Building should be ready for transfer at the end of 2019/early 2020. It was updated that a recent site inspection has taken place by HDC and Countryside Properties have been informed of matters outstanding which require rectification/actioning prior to transfer.

This was **NOTED** by members.

It was **AGREED** for the Clerk to follow up on the safety concern raised regarding the Solomon's Seal junction.

It was **AGREED** to create a working party to become involved in the transfer of the parcels of land to the parish council. Membership was **AGREED** to be Cllr Oliver, Cllr Knight, Cllr Wales, Cllr Neilson, Cllr Milbank.

It was **AGREED** for the working party to address the topic of parking at the parish council office building.

It was **AGREED** to accept the donation of £1,300 from Countryside Properties towards Christmas decorations.

**303/19 CONSULTATIONS, MEETINGS AND ACTIVITIES**

It was **AGREED** to add the VE day 2020 arrangements to the Recreation Committee Meeting agenda.

It was **AGREED** to Cllr Oliver to attend the Remembrance Day service and lay a wreath on behalf of the parish council.

**304/19 PARISH COUNCIL VEHICLE**

It was **AGREED** for the Clerks to scope the possibility of a maintenance vehicle for the council. It was updated that Hendy Ford had offered to give a discount by way of sponsorship and other sponsorship options could be explored. It was raised that the vehicle would ideally be electric. It was **AGREED** that this would be added to the work planner and looked into in 2020.

**305/19 MEETING DATES FOR 2020**

It meeting dates for 2020 as per the circulated report, were **AGREED**. It was **AGREED** to add in 4 meetings of the Personnel Committee for 2020.

**306/19 SOCIAL MEDIA**

It was **AGREED** to add a post on Toasties, based on the 4 The Youth update, and to add an update on the Village Centre project.

**307/19 RECRUITMENT AND STAFFING**

It was **AGREED** to adopt the revised working hours for the Assistant Clerk, from the 1<sup>st</sup> of November this will be 18.5 hours a week.

It was **AGREED** to award one incremental salary point for the Clerk and move the Asst Clerk to SCP 20.

It was **AGREED** that the Clerk's will work from the parish council office building on 3 days per week, to include core hours of 11am-2pm.

**308/19 DATE OF NEXT MEETINGS**

18<sup>th</sup> of November 2019 – Finance and Establishment Committee

2<sup>nd</sup> of December 2019 – Parish Council Meeting

16<sup>th</sup> December 2019 – Recreation Committee

The meeting ended at 22.12