



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online Parish Council meeting held on Monday the 18th of May 2020 at 7.45pm.

Present Were: Cllr Terry Oliver (Chair)

Cllr Viv Edwards
Cllr Roy Neilson
Cllr Ian Blunnie
Cllr David Milbank
Cllr Paul Wales
Cllr Louise Potter

Cllr Geoff Clark
Cllr Jeanne Coker
Cllr David Trangmar
Cllr Penny Hayles
Cllr Christine Knight

Clerk: Lucinda Edwards

Members of the Public: 1

Press: None

093/20 PUBLIC SPEAKING

A local resident raised the issue of the volume and speed of traffic on the A264. The Chairman thanked the resident and made a motion to move item 14 to the beginning of the agenda. Members approved the motion.

094/20 APOLOGIES AND REASON FOR ABSENCE

An apology and reason for absence was received from County Councillor Christian Mitchell.

Councillors **NOTED** the absence.

095/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Edwards declared a personal interest in the Village Centre project.

096/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked everyone for their work in helping the activities of the Parish Council continue through the uncertain times.

It was **AGREED** for the Clerk to send a letter of thanks to the Chairman of the Sussex Resilience Forum on behalf of the Parish Council.

097/20 HIGHWAYS AND FOOTPATHS

A member of the public was invited to speak on the subject of the volume and speed of traffic on the A264 new bypass.

Concerns were raised about the speed limit not being adhered to and the lack of police patrolling.

Social distancing guidelines have restricted the work of the Community Speedwatch team.

Cases of performance car racing have been reported previously to the police.

Cllr Potter advised members that this has been raised with WSCC frequently and that a full review of the new road layouts was due 6-12 months after completion of the works. There is also the issue with the Buck Way lights.

Speed cameras have previously been requested but the criteria was not met. It is understood that the criteria includes analysis of the number of recorded incidents and injuries.

It was suggested that the clearer roads may have encouraged some of the anti-social driving behaviours. Speeding on other roads in the village has been reported.

Questions were raised as to the effectiveness of the acoustic fencing along the new bypass.

098/20 It was **AGREED** to request an update on the planned review by the Sussex roads management team.

099/20 Tyre marks have been seen on the triangle of land that lies ahead as you exit the village at the Newbridge roundabout. It was **AGREED** for the Clerk to contact WSCC to see if bollards could be installed here.

100/20 It was **AGREED** for the Clerk to remind residents to where possible, by collecting vehicle details, report all issues of anti-social driving on the operation crackdown website.

101/20 It was **AGREED** for the Clerk to raise the issue of the missing bollard by the Scout hall with WSCC.

102/20 The Clerk informed members of several reports by residents of unauthorised vehicles crossing the closed section of the Old Guildford Road. Unfortunately no vehicle registration plate details have been logged. West Sussex County Council have offered 2 concrete bollards for the Parish Council to install. Members suggested that the reduced number of parked vehicles due to restricted activity in Lawson Hunt industrial park, may be facilitating this and it therefore could be a temporary issue. It was **AGREED** for the Clerk to gather further information to present to members a full report at the July Parish Council meeting.

103/20 **MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**
It was **RESOLVED** by all present that the minutes of the Extraordinary Parish Council meeting held on Tuesday the 17th March be accepted as true and correct records of the meeting, the minutes were signed.

104/20 **DISTRICT AND COUNTY COUNCILLOR REPORTS**

District Council Report

A meeting was held at HDC to agree emergency decisions. Measures were put in place to protect the most vulnerable. Car parking in the district is free until the end of the lockdown. Regarding the planning applications for the retirement villages, one was taken off the agenda at the June meeting and the second is due to come before the July meeting.

The AGM is later this week. Meetings with HDC and CPPLC continue and an updated schedule is expected.

West Sussex County council have agreed to bollards being placed at Old Wickhurst Lane.

Residents have reported increased noise levels from Horsham Stone.

A resident has contacted the District Councillors in relation to a request for a zebra crossing outside Shelley Primary school and asking the support of the Parish Council. It was **AGREED** to invite the resident to speak at the next Parish Council meeting.

Greater funds have been allocated to cycling improvements in the district.

The Clerk read the below report from County Councillor Christian Mitchell:

Business of the County Council

WSCC council/committee meetings have upon the introduction of HM Government's Regulations (from 4 April 2020) enabled council meetings to be held virtually (audio or video) so that Members attending remotely are able to hear and be heard by others in the meeting and by the public and that public meetings are webcast. The Regulations continue until May 2021.

When the Covid-19 emergency began, all council/committee meetings until the end of April 2020 were cancelled. Following the new Regulations three formal meetings were re-arranged and have been held as virtual meetings using Skype with the public able to listen via audio-webcast:

- The Children & Young People's Services Scrutiny Committee on 14 April
- Performance & Finance Scrutiny Committee on 15 April
- Cabinet on 22 April

But the Council Meeting on 22 May has been cancelled. At the forthcoming meeting of Governance Committee (on 20 May 2020) meetings to the end of July 2020 will be considered with it being proposed in the Officer's report that the majority taking place remotely.

Highways

Mr Mike Thomas Highway is now the Highway's Manager for Adur & Worthing and Horsham North CLC areas, which is now called Central Area. The Team is:

Mike Thomas – Central Area Highway Manager
Stephen Douglas – Assistant Area Highway Manager (Central Area)
Matt Gray – Traffic Engineer

North Horsham Team (See map below)
Tom King – Senior Steward
Eleanor Harries – Highway Steward
Ryan Bowyer – Highway Steward

Adur and Worthing Team
Lucy Mack – Adur
Andrew Thomas – Worthing

Horsham Areas



Mr Steve Douglas used to be the Traffic Engineer for Horsham (and previously a highway steward in the Adur/Worthing Team) and is currently performing as the Traffic Engineer and also Assistant Highway Manager.

If the public or Parish Council have any issues it is still recommended they approach Highway's via the website:

[Report a problem with a road or pavement](https://www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/)

<https://www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/>

or

[raise a highways related enquiry](https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/)

<https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/>

It will then be allocated to the appropriate Highway's officer to review.

Recycling Centre

Household Waste Recycling Sites (HWRSSs) across West Sussex have opened. They were closed on the morning of the 'lock down' by HM Government due to high levels seen in the week prior to 'lock down' as residents in high numbers did not adhere to HM Government's advice about social distancing. The then measures on

site to promote distancing resulted in significant verbal abuse of site staff. Queues also caused highways issues on main roads.

The Rt Hon. Robert Jenrick MP Secretary of State for Housing, Communities and Local Government said in Parliamentary session (29 April): "I'm asking councils to plan the organised reopening of household waste collection sites. I expect this to happen over the coming weeks and will be publishing amended guidance shortly."

During the month of May WSCC get on average 7,500 visits a day across all the sites, therefore managing this in a safe way for staff and residents is of the utmost priority.

WSCC strongly advise against burning any kind of waste in your garden, as bonfires can affect residents with lung conditions, such as asthma or bronchitis.

WSCC are working hard with district and borough councils to ensure regular household waste and recycling collections can continue and would remind residents that fly-tipping is both criminal and anti-social and those who perpetrate it risk large fines or imprisonment if convicted.

Food waste collection trials

This were to have been trialled within Mid Sussex DC for 6 months and then another 3m after whilst being evaluated (NB. c40% 'black sack' waste is food). The trial by MSDC has been suspended (announced on April 6) because they are required to maintain core waste services in the interests of public health. As capacity in MSDC's workforce and that of their contractor, *Serco* diminished as the outbreak of the virus progresses, MSDC decided that they must prioritise their essential services.

Old Guildford Road

Further to report of vehicles illegally using the closed road to access/come from A281 the options put forward for the Parish Council to consider are (a) concrete bollards of which there are two immediately available, currently held in the local depot; or (2) wooden bollards at cost to the Parish Council. The Highways Manager would need a drawing of the proposed installation and in correspondence I've suggested the Clerk to Warnham Parish Council may be able to install with a local and affordable contract to install. In terms of the enforcement Operation Crackdown allows such driving behaviours to be reported:

<https://reports.operationcrackdown.org/asdprs/>

Provision of temporary mortuary in the County

To was conformed in email correspondence last month that extra mortuary provision is at Worthing Hospital and St. Richard's hospital (and rumour of it at Broadridge Heath WSCC Highway's depot is wrong).

ENDS

105/20 DELEGATED DECISION PROCESS

Members approved the amended delegation process as below.

Process of Delegation of Decisions via Consultation for the period of restricted activity due to Covid19.

Items arising between meetings will be categorised as follows:

- a) Items that can be added to the next meeting agenda**
- b) Non-urgent items requiring decision before next meeting**
- c) Urgent items**

Non-urgent decisions:

- a) Clerk sends email consultation document to all members
- b) Members have a 48 hour period to respond
- c) Responses collated by Clerk
- d) Unanimous responses taken as decision and consultation is complete.
- e) Where further consideration is required, the following process will follow:
 - 1. Collated responses are forwarded to:
 - i) Chairman of the Council (Cllr Oliver)
 - ii) Vice Chair of the Council (Cllr Edwards)
 - iii) Chairs of Committees (Cllr Trangmar, Cllr Clark & Cllr Knight)
 - 2. Whatsapp message to above group to advise of email
 - 3. Approval sought from members in priority as below, dependent on Councillor availability/response:
 - a. 1st line approval Chair and Vice Chair
 - b. 2nd line approval Chair and Committee Chair
 - c. 3rd line approval Vice Chair and Committee Chair
 - d. 4th line approval 2 Committee Chairs

Urgent Decisions:

- 1. Clerk to email to Chair/Vice Chair and Chairs of Committees
- 2. Whatsapp message to be sent to above group to advise email has been circulated
- 3. Decisions on approval of 2 of the above members.

106/20 All council decisions reached using the delegation process to date were ratified by members.

107/20 VILLAGE CENTRE REDEVELOPMENT INVOICES

A potential concern regarding the Village Centre contribution to the development project, in light of loss of income due to the pandemic, was raised and members reviewed an agreement document prepared by the RFO setting out options for payment. The document set out an agreement between the Parish Council and the Village Centre trustees whereby the Parish Council would cover the final instalment if, at the time of payment, the Village Centre was not in a financial position to make the payment (in light of loss of income due to the Covid pandemic).

Members **AGREED** that any agreement by the Parish Council to cover Village Centre project payments, should be made on a fixed term basis. It was **AGREED** for the document to be amended to this effect, prior to circulating to Village Centre trustees.

108/20 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN FEBRUARY 2020

Application	Address	Details
DC/20/0806	98 Billingshurst Rd	Erection of a two storey side extension and installation of two dormers to front elevation.

It was **AGREED** for the Clerk to submit the below comments in response to the above application.

- The two story side extension will be very close (12.5 mm if reading the drawing correctly) to the boundary of the property and to an existing outbuilding at No. 96 Billingshurst Rd.
- It also gives rise to questions regarding the ability to construct the proposed extension so close to both the boundary and the outbuilding next door?
- The proposed new dormers at the front of the building are sizeable and look out of keeping with the existing property.

FINANCE AND ESTABLISHMENT

109/20

PAYMENTS LISTSMembers **AGREED** to ratify the remotely approved April and May payments lists.

April Payments		
Mrs Lucinda Edwards		
Mr John Pilkington		
Ms Jo Ball		
HMRC	PAYE and NI	363.75
West Sussex LGPS	Pensions	507.78
4Sight Vision	Grant	200
RICHARD ATKINSON ARCHITECT	RICHARD ATKINSON ARCHITECT	3525.65
BAQUS	Inv 32736	1080
UPRISE CONSTRUCTION LTD	Inv 20/254	44946.68
Easy Clean Services	Easy Clean Services	3005.27
GRASSTEX Ltd	inv 3542	1078.8
May Payments		
Mrs Lucinda Edwards		
Ms Jo Ball		
Mr John Pilkington		
HMRC	PAYE and NI	554.52
West Sussex LGPS	Pension Contributions	569.81
St Johns Community Hall	Hall Hire	82
Fresh Air Fitness	Fresh Air Fitness	465
Mr Ben Flitney	Top Common Works	300
SURREY HILLS SOLICITORS	PC Office Building Legal Fees	73.2
GRASSTEX Ltd	invoice 3478	592.2
Horsham District Council	Refuse Collection	47.2
WSSALC Ltd	WSACL and NALC Subs	1664.46
PWLB	Loan Repayment	3849.15
RIALTAS BUSINESS SOLUTIONS	I & E Account Reporting	108
Easy Window Cleaning Services	Bus Shelters x3 and noticeboar	60
BBH Social Club	Reimbursement of Deposit Paid	1287.97
UPRISE CONSTRUCTION LTD	VC inv 20/247	80464.28
RICHARD ATKINSON ARCHITECT	VC inv 2016/35 - 2241	1762.82
BAQUS	Inv 32636	1080

- 110/20 AUDIT REPORT**
Members noted and agreed recommendations in the audit report.
- 111/20 YEAR END ACCOUNTS**
The year-end accounts have been completed. Members noted the information.
- 112/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20.**
In order that members were given the opportunity to review the reports, it was **AGREED** to defer the approval of the AGAR, accounting statements and the period of elector rights to the next meeting.
- 113/20 4 THE YOUTH CONTRACT**
Having reviewed the contract, concerns were raised by members regarding the wording of the contract and the liability of the Parish Council. It was felt the contract is not overly clear in relation to liability in particular with safeguarding.
- It was **AGREED** for the Clerk to query the contract wording and to setup a meeting With Cllr Knight and 4 The Youth to discuss the concerns.
- 114/20 GRANT APPLICATION**
It was **AGREED** to award a grant to 4 Sight for £200 for 2020/21.
- 115/20 PARISH OFFICE ADOPTION**
It was **AGREED** for the Clerk to use delegated authority to instruct a surveyor at the appropriate time, to a maximum cost of £1,000.
- 116/20 EDITORIAL WORKING PARTY**
It was **AGREED** to establish a new Editorial working party, with the following members:
Cllr Knight, Cllr Oliver, Cllr Blunnie and the Clerk.
- 117/20 COVID19 FUNDRAISING APPEAL**
The Clerk updated members on the status of the host account for volunteers. The sum of £267.75 has been received into the Parish Council bank account. As yet no expense claims have been submitted by volunteers.
- 118/20** It was **AGREED** to defer any decision on a donation to the cause as the local funds are not currently being used.

119/20 SOCIAL MEDIA

It was **AGREED** for the Clerk to post a reminder to residents that the play areas and Adult fitness equipment remain closed.

120/20 PERSONNEL MATTERS

It was **AGREED** to schedule an online Personnel Committee meeting on 1st June at 7:45pm to deal with personnel matters.

121/20 MEETING DATES

The below meeting dates were agreed:

- 1st June 2020 – Personnel Committee
- 6th July 2020 – Parish Council Meeting
- 7th September – Parish Council Meeting

Meeting ended at 22.11