



## **BROADBRIDGE HEATH PARISH COUNCIL**

Minutes of the online Parish Council meeting held on  
Monday the 7<sup>th</sup> of September 2020 at 7.45pm.

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

Cllr Viv Edwards	Cllr Geoff Clark
Cllr Louise Potter	Cllr Ian Blunnie
Cllr David Trangmar	Cllr Penny Hayles
Cllr Louise Potter	Cllr David Bridges
Cllr Christine Knight	

**Clerk:** Lucinda Edwards

**Members of the Public:** None

**District Councillor:** Matt Allen

**Age UK Development Manager:** Stacey Cullen

**Press:** None

### **153/20 PUBLIC SPEAKING**

None

### **154/20 APOLOGIES AND REASON FOR ABSENCE**

Apologies and the reasons for absence noted from Councillors J Coker and P Wales and from County Councillor Christian Mitchell.

### **155/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None

### **156/20 CHAIRMANS ANNOUNCEMENTS**

Members were updated on a communication received from the Cricket Club requesting assistance with handling vermin control.

It was **AGREED** for the Clerk to send a holding response to the Cricket Club and to delegate this to the Recreation Committee to consider the terms of the lease agreement and an appropriate response.

**157/20** Attention was drawn to the SSALC email that has been circulated laying out the process of a consultation. Members noted the communication.

**158/20 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** that the minutes of the **Parish Council Meetings** held on **8<sup>th</sup> July** and **20<sup>th</sup> July 2020** be agreed as a true record and the Chairman signed the minutes.

**159/20 COMMITTEE MINUTES**

It was **RESOLVED** by all present to receive and adopt the minutes from the Personnel Committee Meeting held on the 1<sup>st</sup> of June.

**160/20 COUNTY AND DISTRICT COUNCILLOR REPORTS**

**See separate document for previously circulated written report by County Cllr Christian Mitchell.**

**District Cllrs Louise Potter and Matthew Allen**

Cllr Allen updated members on the HGV issues and a site visit to go through the remedial works and the issues being faced.

The Wellcross Grange application has been refused.

The Planning for the Future White Paper causes some concerns with increased housing requirements which could have a massive impact locally. HDC are not pleased with this.

Cllr Potter updated members that HDC Compliance department served a breach notice on Bellway and a temporary stop notice.

The issues relating to parking outside One-stop are being considered.

**161/20 AGE UK**

The Development Manager from Age UK presented a report to members highlighting the impact of Covid19 on the role of the Village Agent and how the function has had to adapt due to restrictions. Face to face contact was minimised and in part replaced with befriending calls and help with shopping and prescriptions. There is obvious concern regarding loneliness and health issues. The Age UK Village Agent has built a good network and plans to build on socially distanced walks or doorstep visits to gradually assist in getting people out. As restrictions lift it is hoped to start using Lavinia House and identify local potential

locations where social distancing can be facilitated (such as the new Parish Office and the Village Centre)

The Chairman thanked the speaker for the detailed report and asked members to consider the proposal.

It was **AGREED** by all present to increase the Village Agent hours by 2 hours per week at an annual increase of £3,000 in order to meet the changing needs of the community due to the Covid19 pandemic.

## **HIGHWAYS AND FOOTPATHS**

### **162/20 PARKING AT ONESTOP**

It was **AGREED** for the Clerk to make contact with WSCC and HDC to find out the options regarding signage and enforcement.

### **163/20 FIELD PLACE**

It was **AGREED** for Cllr Clark to liaise with the Clerk to assist in forming a draft letter to send to the Field Place management regarding the concerns relating to the speed and volume of traffic.

### **164/20 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN AUGUST 2020**

<b>Application</b>	<b>Address</b>	<b>Details</b>	<b>Comments</b>
DC/20/1627	67 Shelley Drive	Surgery to 2 x Oaks	No objection but Comments submitted
DC/20/1592	Newbridge Nurseries Billingshurst Road	Erection of a hand car wash and valet facility	No objection but Comments submitted

Comments:

DC/20/1627

- No objections, but with the condition that any works are carried in accordance with the approval and by a qualified contractor.

DC/20/1592

- The application is vague on the disposal of Foul Sewage
- The Committee notes the current one letter of objection
- Whether there is a need
- Whether this is a suitable site – and how it will be managed not to affect the surrounding area

- 164/20 VILLAGE CENTRE UPDATE**  
Members **RESOLVED** to defer this item.

- 165/20 PAYMENTS LISTS**  
It was **AGREED** to defer ratification of the September payments list.

Members **AGREED** to ratify the remotely approved August payment list.

August Payments		
Payee Name	Transaction Detail	Amount Paid
Mrs Lucinda Edwards	Salary	
Ms Jo Ball	Salary	
Mr John Pilkington	Salary	
HMRC	PAYE and NI	£460.23
West Sussex LGPS	Pensions	£515.69
GRASSTEX Ltd	inv 3670	£1,308.60
HALC	Annual Subscription	£15.00
BAQUS	inv 32867	£1,080.00
Mulberry and co	Mulberry and co	£126.00
Brian Gale	Brian Gale	£720.00
THE PLAY INSPECTION COMPANY	Play park inspection	£444.00

- 166/20 WICKHURST GREEN AND SOLOMONS SEAL**  
Members were advised that the next meeting with HDC to discuss progress with the parcels of land is on 30<sup>th</sup> September.

- 167/20 PARISH OFFICE ACQUISITION**  
Members noted the survey report and it was **AGREED** for the Clerk to contact the surveyor to clarify whether the loft space had been checked to ensure compliance with building regulations.  
Outstanding queries relating to maintenance charges and snagging period remain. It was **AGREED** to delegate the handling of all proprietary work on the acquisition to the Parish Office Working Party (Members include Cllr Edwards, Cllr Oliver, Cllr Neilson, Cllr Blunnie) with all final decisions to be reverted to full council.  
It was **AGREED** to add Cllr Knight to the working party.

- 168/20 LANDSCAPING AT THE TRIANGLE**  
Members **AGREED** a recommendation from the Recreation Committee for landscaping works at the triangle, with works to be approved by WSCC, carried out by Grasstex and funded using CIL funds.

**169/20** Members **RESOLVED** to defer items 16, 17 and 18.1.

**170/20 RECRUITMENT AND STAFFING**

Members were updated on the recruitment process and outcome.

Members received a recommendation from the Personnel Committee on the appointment of the new Assistant Clerk and **AGREED** to appoint, subject to satisfactory references and the terms as approved by the Personnel Committee. The Assistant Clerk will start on the 14<sup>th</sup> of September.

**171/20 TRAINING**

Members were informed of the various training sessions being organised by SSALC over the zoom platform for both officers and Councillors.

It was **AGREED** for the Officers and Councillors to attend any of these training sessions as requested.

It was **AGREED** to proceed with half a day's tailored on-site training on the PSS Live software, for up to 6 users at a cost of £500.

**172/20 MEETING DATES**

Members **NOTED** the next meeting dates.

Recreation Committee Meeting – Monday 21<sup>st</sup> September

Parish Council Meeting – Monday 5<sup>th</sup> October

Finance and Establishment Meeting – Monday 19<sup>th</sup> October

Personnel Committee Meeting – Monday 23<sup>rd</sup> November

Meeting ended at 22.00