



## **Broadbridge Heath Parish Council**

**Supporting Documents for Online Full Parish Council Meeting  
Monday 1<sup>st</sup> March 2021  
7.30pm**

## **Index**

Page	3	Items 5 and 6 - Agenda and Minutes Links
Page	4	Item 8 - County Councillor Report
Page	5	Item 10.2 - Wheelie Bin Stickers & 10.3 - Charrington Way footsteps
Page	6	Item 12.1 – Payments List
Page	7	Item 13.1 – Coronavirus Act and Remote Meetings
Page	8	Item 13.3 – Proposed amendments to delegation process
Page	9	Item 15.2 – Letter from Cabinet Member re Covid Grants
Page	10	Item 17 – Communication from WSALC Director

**Title: AGENDA AND MINUTES**

**Agenda Item: 5 & 6**

---

**Agenda for this meeting can be found here:**

[111105-Agenda PC Meeting 01.03.21.pdf \(broadbridgeheath-pc.gov.uk\)](#)

**Minutes for approval are available on website using the below link:**

[Committees and Meetings - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](#)

**You are asked to: Note the below report**

---

**Report to Broadbridge Heath Parish Council**

Cnty Cllr Christian Mitchell

Monday, 1 March 2021

**Meeting concerning the bus gate**

The Parish Council on 24 February 2021 was updated by Mr Reed (WSP) on the progress with regards to the works at the bus gate in terms of the additional bus shelter, TRO for the 'No Entry signs' and solutions to prohibit abuse of the bus gate. The meeting with HDC and WSCC considered the issues of HGVs to accessing Sargent Way and the misuse of the private car park at the Co-Op by motorists, in addition to misuse of the bus-gate by motorists as well as HGVs. This matter is under close review and will be subject of traffic survey for a further TRO application.

**Budget**

Council met on 12 February 2021 (remotely) and approved investment of £22m in services with particular investment in Adults and Children's Social Care, an additional £12m for highways, £10m to meet climate change commitments such as being carbon neutral by 2030. In order for a balanced budget council tax will increase by 1.99% plus 3% for adult social care.

**Planning permission given for new Horsham fire and rescue station and training centre**

On 2 February 2021 planning permission was given for the new fire station and training centre in Horsham. Planning conditions were agreed including changing the colour of the cladding on the training building. The combined facility will be built on land off the A24 at Highwood Mill adjacent to the A24.

**Council supported solar scheme starts rollout**

More than 1,000 households who signed up for the council-supported Solar Together Sussex will soon be running on cheap, clean electricity. The first systems have been installed under the WSCC led group buying scheme, which enables residents across Sussex to install high-quality, roof-mounted solar panels at a competitive price.

**Protecting our trees**

WSCC has launched a new strategy to help protect trees and create new woodland in West Sussex. The West Sussex Tree Plan will make sure any trees on WSCC owned land are maintained, protected and improved. The plan will also aim to influence how the rest of the county's woodland is managed.

**£2.3m for cycling and walking**

WSCC has successfully secured funding for permanent improvements in phase 2 of the Active Travel Fund. Five projects have been identified for taking forward with the main one being a new off-carriageway 2km long shared cycle way/footway adjacent to the A24 at Findon.

**Pollinator friendly roadsides**

WSCC Highways team has started working with local communities to create less manicured roadside verges. The verges will attract pollinators and encourage wildflowers. The process is known as wilding. Anyone interested in 'wilding' the verges in their area should contact email: [active.communitieis@westsussex.gov.uk](mailto:active.communitieis@westsussex.gov.uk)

**Supporting vulnerable families this winter**

WSCC has been allocated £1,989, 592 from the Government as part of the Covid Winter Grant scheme. This funding will be used to support individuals and families most in need this winter. A large proportion of it has been allocated to support children eligible for Free School Meals (FSM) over the Christmas and February school holidays. Families and children who are not eligible for FSM but who are experiencing financial hardship are encouraged to contact the Community Hub in confidence to see practical support and advice. The Hub is open every day from 8am to 8pm on 033 022 27980.

**The Police and Crime Commissioner Panel**

The Police and Crime Commissioner Panel met on Friday, 29 January 2021 where the Commissioner's proposed Precept was approved.

<https://sussexpcp.gov.uk/meetings/previous-meetings/2021-meetings/>

Sussex Police have recruited an additional 129 officers since the Government launched their recruitment drive over a year ago. A total of 6,620 extra officers have joined police forces across England and Wales. The Government remains on track to meet its manifesto commitment of recruiting 20,000 extra officers by 2023.

ENDS

**Title: WHEELIE BIN STICKERS**

**Agenda Item: 10.2**

---

- Note the below information for consideration for purchase to distribute to appropriate residents in the village
- It is understood these are in use in other wards within the District.

**Information**

[Smartwheelie](#)

See weblink above for full details, or sample bulk purchase options below.

These could be hand delivered by Officers to agreed residents.



**Wheelie bin stickers - Bulk Packs**

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.

Product code - SKPSD

Size: 220 x 300mm

SKPSD (Bulk)	
Bulk Packs	
Bulk pack of 100	▼
£ 89.00	1



**Wheelie bin stickers - Mixed Bulk Pack**

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.

40 x 1030PDC, 30 x PNSD, 30 x SKPSD

Product code - BKMIX

Size: 220 x 300mm

BKMIX	
40 x 1030PDC, 30 x PNSD, 30 x SKPSD	
£ 95.00	1

**Title: CHARRINGTON WAY FOOTSTEPS REPAIR**

**Agenda Item: 10.3**

---

- Following receipt of a quote from a contractor to carry out maintenance to the handrail and footsteps at the A281 gate onto Charrington Way, WSCC were approached to request they instruct the required works.
- Below email was received from Rights of Way – Highways Operations

**Thank you for contacting me about these issues. I visited site yesterday and have raised a works order for our contractor to repair the handrail, steps and clear vegetation on the Broadbridge Heath (eastern) side of the road and to repair steps on the Slinfold (western) side of the road.**

Title:

**PAYMENTS LIST**

**Agenda Item: 12.1**

---

<b>Broadbridge Heath Parish Council</b>			
<b>Current Bank A/c</b>			
<b>List of Payments made between 01/03/2021 and 01/03/2021</b>			
Payee Name	Ref	Transaction Detail	Amount Paid
Mr John Pilkington	OP563	Salary and Expenses	
Mrs lucinda Edwards	OP564	Salary and expenses	
Mrs Olivia Buck	OP565	Salary and Expenses	
HMRC	OP566	PAYE and NI	£418.24
West Sussex LGPS	OP567	Pension Contributions	£706.63
Viking	OP568	Office Shredder	£153.19
Sussex Land Services	OP569	Fence Ducky	£408.00
Grounds Maintenance Services	OP570	Gate and Path CW	£320.00
SLCC	OP571	CILCA Fees	£350.00
SLCC	OP572	Clerk membership	£262.00
Horsham District Council	OP573	Refuse Collection 660l	£48.40
Connect Communications	OP574	Connect Communications	£11.99
BEL SIGNS	OP575	Signage stickers	£166.80
BBH MAGAZINE	OP576	Grant BBH Mag	£1,002.19
		<b>TOTAL</b>	<b>£6,892.89</b>

- Note the below information full details can be seen here [CORONAVIRUS — INFORMATION FOR LOCAL \(PARISH AND TOWN\) COUNCILS \(nalc.gov.uk\)](https://www.nalc.gov.uk/coronavirus-information-for-local-parish-and-town-councils)
- Key points are highlighted

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what **council business can be conducted before May so that the council can dedicate time to those issues in remote meetings**. The more discussion and decisions you can conduct in remote meetings means the council can **aim to hold fewer and shorter face to face meetings after May**.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, **consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely (see also NALC's [Legal Briefing L01-20](#))**.
- Consider when the council does need to meet face to face, and **whether meetings can be delayed to later in the year** when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for **how long the scheme of delegation is in place**, and when the scheme of the delegation will end or be reviewed.

**Title: PROPOSED AMENDMENT TO DELEGATION PROCESS**

**Agenda Item: 13.3**

---

**You are asked to:**

- Review the below proposed amendment as highlighted in red.
- Consider any appropriate further amendments

Council decisions are delegated to the Clerk, with agreement from the Chairs, via the process identified, for the period of restricted activity until such restrictions are rescinded by the government and/or a quorum of Councillors.

**For review in June 2021**

***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. 1<sup>st</sup> line approval Chair and Vice Chair
    - b. 2<sup>nd</sup> line approval Chair and Committee Chair
    - c. 3<sup>rd</sup> line approval Vice Chair and Committee Chair
    - d. 4<sup>th</sup> 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.

**Financial Considerations – Payments:**

Authority is delegated to the RFO and two bank signatories to authorise accounts for payment until the period of restricted activity is rescinded by the government and/or a quorum of Councillors.



**Title: LETTER FROM CABINET MEMBER RE COVID GRANTS**

**Agenda Item: 15.2**

---

You are asked to:

- Note the below communication sent to BBHPC Chairman
- Consider an appropriate way to share the information with the community

*The District Council has received a number of sums of money from central Government for grants to businesses to alleviate in part the financial issues caused by various lockdowns and shutdown measures as a result of the pandemic. The grants that can come from these sums of money are aimed at **both** business rate payers and non business rate payers. There are, in effect, four main periods of time covered by the grants namely Lockdown 2 (November 2020) Tier 2 closures in December, followed by Tier 4 in late December and now Lockdown 3 from 5 January 2021.*

*Grants for **business rate payers** are available for those who were required to close as a result of Tier 2 restrictions that came into effect on 2 December 2020 or for those required to close between 5 November and 2 December and for businesses such as nightclubs, dance halls and adult entertainment venues required to close from 23 March 2020.*

*There are also discretionary grants available for businesses that are **non business rate payers** and these are for businesses financially impacted by the national restrictions put in place (Lockdown 2), and also businesses linked to hospitality, hotel, B+B and leisure sectors, affected by Tier 2 restrictions that came into effect on 2 December 2020.*

*On 5 January 2021 the Chancellor confirmed another set of funding for grants including one-off top-up grants for retail, hospitality and leisure businesses. In addition, there will be one-off discretionary grants for businesses required to close due to this lockdown.*

*As can be seen, there are many options for businesses affected by the various Government measures associated with COVID to look at and apply for. The grants can be from £1000 one-off grants, £1,500 grants for a 14 days qualifying period, and in some cases, grants up to £3,000 for four weeks or now as much as £9,000 as a one-off grant.*

*The issue in our District is that despite a number of businesses applying for grants, we feel that there are a number of businesses that are not availing themselves of the possible grants. The objective of this letter to you is to publicise please that these grants have funds available that can be applied for on the Council's website at:*

*<https://www.horsham.gov.uk/coronavirus/coronavirus-business-support-grants>*

*You - as Parish Councillors or Heads of Local Partnerships - are close to your communities and know what small businesses there are locally that may not have been alerted to these grants. Some businesses may think this does not apply to them, but it does in one way or another. That is why I am writing to you to ask that you contact these businesses to encourage them to apply.*

*Thank you.*

**Title: EMAIL FROM WSALC DIRECTOR**

**Agenda Item: 17**

---

You are asked to:

- Note the below email received from a Director of WSALC on 25.02.21 for consideration at the meeting.

*Dear Member Councils,*

*I note from Today's AGM meeting how the Companies Act frustrates the Democratic Process we are accustomed to as Councillors. I wish to test opinions within the association for the Company WSALC Ltd. to be closed in favour of returning to an Association again as we were when we received services from AIRS. This would mean surrendering our VAT registration and ability to reclaim VAT however I feel it would restore the democratic control we all desire.*

*I would like to have the support of at least 25 member councils to call an EGM and also suggestions for proposals or motions to put on the Agenda.*

*I would also welcome any contrary views or alternate proposals to bring us back together as an association by finding consensus.*

*kind regards,*

*Tony Nicklen*

*Director WSALC Ltd.*