



Broadbridge Heath Parish Council

**Supporting Documents for Online Full Parish Council Meeting
Tuesday 4th May 2021
7.30pm**

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Additional documents for circulation to Members:

- Item 20.2 - Cricket Club lease for review
- Item 21 - 4 The Youth Annual Agreement Proposal
- Item 24 - Grant applications x 4

Title: AGENDA AND MINUTES

Agenda Item: 6 & 7

Agenda for this meeting can be found here:

[111108-Agenda Full Council 2021-05-04.pdf \(broadbridgeheath-pc.gov.uk\)](#)

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

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

**Report to the Annual Meeting of
Broadridge Heath Parish Council**

Cnty Cllr Christian Mitchell
Tuesday, 4 May 2021

West Sussex County Council

The council is in purdah and polling day is Thursday, 6 May 2021. Elections to WSCC were last held in May 2017. The count will be held on Friday, 7 May 2021 at The Bridge, Broadridge Heath.

The Police and Crime Commissioner Panel

The Police and Crime Commissioner Panel met (remotely) on 12 March 2021.

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

The next meeting is 25 June 2021 at 10:30am.

<https://sussexpcp.gov.uk/meetings/forthcoming-meetings/>

The Home Secretary's recent statement made to the House of Commons on 16 March 2021 on phase one of the review into the role of Police and Crime Commissioner (PCCs) is here:

[Written statements - Written questions, answers and statements - UK Parliament](#)

Polling day to elect a Police and Crime Commissioner is Thursday, 6 May 2021. There are 39 PCCs in England and Wales. Elections to elect a Police and Crime Commissioner were last held in May 2016 and HM Government deferred the date of the election to May 2021 due to the national health crisis (the four year term otherwise being May 2020). In light of this the next election for the office of PCC will be in three year's time i.e. May 2024.

The 'local returning area' election count for this area to count the ballots will be held on Monday, 10 May 2021 at the Drill Hall, Horsham.

ENDS

Title:

PAYMENTS LIST APRIL and MAY 2021

Agenda Item: 14.1

PAYMENTS LIST FOR APRIL 2021

Reference	Payee Name	Transaction Detail	Amount Paid
OP578	Mrs Olivia Buck	Mth 12 Pay and Expenses	
OP579	Mrs lucinda Edwards	Mth 12 Salary and Expenses	
OP580	Mr John Pilkington	Mth 12 Salary and Expenses	
OP581	West Sussex LGPS	West Sussex LGPS	£741.40
OP582	RGP Consultants	VC Access project	£968.95
OP583	Horsham Tree services	Tree works per survey	£3,822.00
OP584	Horsham District Council	Refuse collection 660l	£48.40
OP585	Horsham District Council	Bin emptying	£179.14
OP586	SURREY HILLS SOLICITORS	Parish Office Acquisition	£480.00
OP587	CONNECT COMMUNICATIONS	Monthly Voicemail	£11.99
OP588	MOORE STEPHENS	External Audit 2019/20	£1,560.00
OP589	VISION ICT	SSL Certificate	£66.00
OP590	GRASSTEX Ltd	Grounds maintenance	£85.20
OP591	AMBEROL	Additional baskets	£230.16
OP592	RIALTAS BUSINESS SOLUTIONS	Year End training	£222.00
OP593	DM Services	Dog bin move	£90.00
OP594	BEN FLITNEY	Top Common maint	£330.00
OP595	Mulberry and co	Interim Audit	£216.00
OP596	SLCC	Asst Clerk training	£36.00
OP597	HMRC	PAYE & NI Mth 12	£473.24
OP598	Mulberry and co	Qtr4 Payroll	£126.00
			£13,126.14

PAYMENTS LIST FOR MAY 2021

Reference	Payee Name	Transaction Detail	Amount Paid
OP599	Mrs lucinda Edwards	Mth1 Salary & Expenses	
OP600	Mrs Olivia Buck	Mth1 Salary and Expenses	
OP601	Mr John Pilkington	Mth 1 Salary and Expenses	
OP602	West Sussex LGPS	Mth1 Pension Contributions	£984.32
OP603	HMRC	Mth1 PAYE and NI	£861.63
OP604	4 THE YOUTH	Autumn Term 20/21 Youth	£2,598.61
OP605	AGE UK HORSHAM	Qtr3 20/21 Age UK	£2,957.75
OP606	SURREY HILLS SOLICITORS	Parish Office Acquisition	£367.00
OP607	AMBEROL	Hanging Baskets	£230.16
OP608	Hags	Repairs to CableWay Ducky	£300.00
OP609	hdc	Refuse Collection Inv 9575529	£60.50
OP610	VISION ICT	Op Bridges Inv 12872	£126.00
OP611	Horsham Tree services	Additional Tree Works Inv 1738	£1,050.00
OP612	GRASSTEX Ltd	Inv 4105 - Cutting	£78.00
OP613	GRASSTEX Ltd	Inv 4357 - Grass Schedule	£347.40
OP614	CONNECT COMMUNICATIONS	Inv 4312-20210416 Monthly VM	£11.99
OP615	WSSALC Ltd	WSALC/NALC Subs Invoice 1140	£1,745.86
OP616	Easy Clean Services	March Bus Clean	£30.00
OP617	Easy Clean Services	Inv 195_Bus Shelter	£30.00
OP618	JR Print	Inv 69685 Dog theft stickers	£43.20
OP619	SLCC	Cilca Extension	£50.00
			£15,801.11

Title: TRO/BUS GATE UPDATE

Agenda Item: 19.1

You are asked to: Note the below update

Stephen Reed (WSCC Highways) has requested the survey company provide the data for the HGV movements and this is awaited. Note there was a safety concern within the bus gate area itself (raised table) with the potential for trip hazard so did not install a tube at this location.

A site meeting is planned for the 15th April, although it has been suggested it would be appropriate to push this back to the week of the 19th in order to assess the interaction of the pedestrians and school children with the COOP car park in the morning "school run".

The work on the bus gate alterations is continuing, with the new bus shelter due to be erected Thursday 8th April and the signs have been changed (Camera signs are greyed out). There will be some remedial works on the off road footpath to add some additional drainage alongside the Village park, unfortunately, this has to be hand dug due to a HV cable.

There are some night works coming up shortly, on the "Swan neck" at the village and at Tesco Roundabout resurfacing.

Also, Countryside and their contractor have started tidying up the verge by the open space area beside the COOP (where the large spoil heap was) and they are undertaking investigations on the amount of remaining material that may have to be removed from that area.

Title: POTENTIAL PROJECTS TO TARGET SPEEDING

Agenda Item: 19.2

- Note the below update
- Consider the recommendation

Twenty Is Plenty Signage

It was previously agreed to explore the purchase of 'Twenty is Plenty' signage for placing on lamp posts around the village.

WSCC were approached in relation to this and responded as below:

"Unfortunately we don't support additional signage, and it is possible that a speeding motorist could get off a ticket as they could express that they were unclear what the speed limit was due to conflicting signage on the highway. If residents wish to have their own signs near but off the highway we do not have an issue with this. It may be worth contacting your local PCSO as they have approval for non-standard signs, although I am not sure if there are any for 20mph."

"Any scheme will need to be worked up, which will include suitable speed data to decide where the most appropriate locations for the terminal points are."

The PCSO was contacted and responded as below:

"There is a long list of guidance to where this signage can be placed so as to not distract drivers from the road. The signage can be placed on lampposts or any power columns with permission from owners. This signage has been placed already and are out in the village at the moment."

"I am currently working with Rudgwick Parish Council regarding a similar speeding issue. The Parish Council are looking to fund Speed Indication Devices (SID) to place in the village which should hopefully greatly reduce the issue. Perhaps you could look into this for Broadbridge Heath?"

Speed Indicator Devices

When SIDs were previously considered there was some concern about the lack of potential places these could be positioned.

Please note the below response from WSCC Highways in relation to positioning:

"Generally, where there is a system of street lighting, it's relatively straightforward. Approval from SSE is usually a formality, and provided the device is positioned at 2.3m or higher, there is generally not an issue with junction site lines etc. On this basis I think locations on Old Guildford Road and Billingshurst Road will be easy to pick. You just need to make a local assessment as to where you feel the problem areas are in terms of speeding, and then pick a lamp column that you think would be an appropriate site."

"On Broadbridge Heath Road there is a section in the 30mph zone where there is no street lighting, but in my view there is ample space for a post to be installed, should you wish to do this, or you could use the lamp columns closer to BBH centre."

"Regarding Broadbridge Way, Speed Indicator Devices can only be used for the purposes of warning motorists about their speed. I'm not even sure if they are ever manufactured for the purpose of enforcing a bus-only restriction, and we in any case we wouldn't license them to do so."

Wheelie Bin Stickers

It was previously agreed that these would not be considered due to the small timeframe during which they would be visible.

RECOMMENDATIONS

It is the recommendation of the Clerk that Speed Indicator Devices are further explored.

Title: CO-OPTION POLICY

Agenda Item: 25.2

You are asked to:

- **Review the Co-option Policy for adoption**

BROADBRIDGE HEATH PARISH COUNCIL: New member co-option policy and procedure

Policy

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the District Returning Officer). Although seeking 'expressions of interest' is not a legal requirement, NALC recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

The decision-making process below is framed to take place in open sessions of full council meetings, as advised by NALC. Although this creates the possibility of awkward situations where negative decisions are made, such occasional difficulties are the price of open decision-making.

Procedure

Whenever the need for co-option arises, the Clerk will first notify HDC Electoral Services of the vacancy and seek authority to advertise for a co-opted member. Subject to there being no applications to hold an election, the vacancy will be advertised by seeking expressions of interest from anyone eligible to stand as a Parish Councillor, by a specified date.

Having initially contacted the Clerk, applicants will be offered an informal conversation with the Chair or Clerk as an opportunity to inform themselves about Broadbridge Heath Parish Council's work and current priorities, and not part of the selection process. Enquirers will also be sent an initial information pack including the NALC guidance note on Being a Parish Councillor and the member's Code of Conduct.

In advance of the Full Council meeting at which co-option is to be considered

Applicants will be requested to provide a written personal statement which:

a) confirms in writing that the applicant meets legal eligibility requirements, that s/he understands and commits to maintaining the standards set out in the members' Code of Conduct, and that their telephone and/or e-mail contacts will become public information if they become a Councillor; b) sets out the qualities and skills that the applicant can bring to the role, which should address the criteria of the general person specification and, where possible, current skills priorities.

Applicants will be informed when Broadbridge Heath Parish Council is due to consider their application and invited to attend and say a few words about why they would like to join the Parish Council.

Procedure for co-option item at the Full Council meeting:

i. Clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80;

ii. Having compared personal statements to the desirable criteria, members will vote, either on the appointability of a single candidate, or where there is more than one candidate, for their favoured candidate. An absolute majority vote is required for any candidate to be appointed (LGA 1972 Sch. 12. Para 39). In case of a tie, the Chair has the casting vote.

iii. After the meeting the Clerk is authorised to approach and offer co-option to candidate(s) agreed. If a candidate drops out at this stage, the item will come back to the next full PC meeting, including review of any unsuccessful applications.

iv. The Clerk to notify HDC Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' on the Parish Council website. New Councillors will also be sent full induction materials and upcoming training opportunities, and are expected to attend the general introductory training for new PC members, preferably within the first six months of appointment.

Title: SOCIAL MEDIA MISSION STATEMENT

Agenda Item: 26.1

You are asked to:

- Note the below draft Social Media Mission Statement for approval by members.

BBHPC Facebook page is an additional communications tool to communicate and engage with residents of the Parish alongside our Website, Newsletter, and Notice board and other means seen appropriate. It allows the Parish Council to share unlimited content, images and videos, news from other professional groups, in a timely way. BBHPC will actively share village news, projects and progress in a positive way but will provide clear and formal communications on ongoing project developments. BBHPC will share posts to other village group when deemed appropriate to those specific groups, but residents are encouraged to follow our Facebook page.

Rules:

- *Pro-active and timely communications on BBHPC projects can be shared on agreement of the Clerk.*
- *The Facebook page will be monitored by the Clerks but cannot be monitored 24/7, therefore consideration will made on times of posts published.*
- *Comments and messages will be replied to when deemed appropriate by the Clerks therefore if a resident or MOP requires a formal and timely response to a query this must still be directed to the Clerk via email or an enquiry through our website (message autoreply on Facebook notes this).*
- *No advertising or selling on the page.*
- *Any offensive language, pictures, derogatory or inflammatory comments will be removed by the Clerks.*

Title: COUNCIL CONNECT

Agenda Item: 26.2

You are asked to:

- Note the information and consider the recommendation

INFORMATION

Breakthrough Communications (official NALC Communications Partner) have launched a New Website called **COUNCIL CONNECT**.

As per their website:

“Helping Parish and Town Councils learn new skills, discover new ideas and best practice, get access to templates, tools, resources and advice and support to communicate and engage even more effectively with your community.”

<https://breakthroughcomms.co.uk/councilconnect/>

On the website there is a downloadable brochure for further information (it is a pdf that is too large to share) but is beneficial.

- It is a web-based training site for all communications but specifically designed for Parish and town Councils.
- Web based communications training will allow Clerks to access when required, and advice needed rather than reliant on specific training times.
- It will allow us to focus our time and resource on specific communication areas and will benefit the council by keeping current on recommended and the most effective use of communications.

RECOMMENDATIONS

- To consider and agree to the following subscription to Council Connect (Essentials Package)
- Breakthrough Comm's have agreed to honour their starting subscription of their Essentials package: £345.00 a year (equivalent of £28.75 a month).
- This package includes 24/7 access to their training videos and a quarterly magazine amongst others as detailed on their website.

Title: SOCIAL MEDIA MESSAGES

Agenda Item: 26.3

You are asked to:

- Note and approve the below schedule of proposed Facebook posts:

Facebook Posts – Proposed for May 2021

Continuation of Monthly Posts to include the following:

- Report Potholes etc – WSCC
- Relevant TRO's (HDC & WSCC)
- Operation Crackdown - anti-social driving
- Sussex Police – anti-social behaviour
- Litter and Dog Fouling; focus on new PPO signs (when up). Highlight reporting a full bin – as per HDC. Continue "Adopt-a -street" promotion and thanking those already litter-picking.
- Top Common progress and photos etc
- Playparks
- Share relevant posts from our Community Hub groups
- Highlight our page and encourage following direct – positive posts with formal queries to be directed through website or via email
- Highlighting and re-sharing details on the different tiers of Government
- Sharing BBH magazine and highlighting our article

Facebook posts relative to the next few months:

- Keep Britain Tidy and Great British Spring Clean – share their updates and promote village tidy event (12th June)
- Parish Councillor Vacancy – until 26th April
- New Dog Theft stickers (once up)
- Wildflower seeding as they grow
- Pro-active Comm's as agreed by Clerks
- Allotment progress (ASC agreed comm's from Cllr Milbank & Cllr Knight)
- Countryside Code

- 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
- Consider the recommendations

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.

LATEST GOVERNMENT GUIDELINES ON THE SAFE USE OF COUNCIL BUILDINGS (see section 3c)

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>

UPDATE EMAIL FROM WSALC 29.04.2021

Following yesterday's Court decision regarding remote Meetings, NALC met with County Association Officers this morning to discuss the implications. The following guidance emerged. It tends to reflect guidance in our earlier bulletin. It does not answer all the questions. NALC will, today, be sending a letter to Luke Hall MP (Local Government) requesting urgent clarification of basic issues where they conflict with the COVID regulations. NALC are also meeting with 'partners' (Local Government Association etc) to provide further guidance to all local councils and we will keep you informed.

For the present -

Remote Meetings - the law is clear – they are not ‘lawfully’ permitted from 7th May
(Consequences of holding a remote meeting are unclear. Risk of challenge that decisions are unlawful. Qualified audit?)

Attendance of public at Council Meetings – This was not determined by the Courts and it was left open for the parties to return with their case. NALC and other partners have agreed to follow the interpretation of Government guidance (issued on the 25th March 2021) that the public can attend Council Meetings remotely and that this should be encouraged.

COVID guidelines – any in person meetings must meet the social distancing guidelines, hand sanitisers must be available, ideally introduce one way systems, and display notices reminding of the importance of compliance. Hard copy papers should only be used if absolutely necessary.

Meeting Venues - can take place (i) outside in the open air and outside the Parish; (ii) in licensed premises if no alternative (no alcohol);(iii) at other venues regardless of whether the venue is owned /controlled by the Council, eg principal authorities meeting rooms (cost should not be a consideration).

Tests – negative lateral flow tests cannot be imposed on attendees

Six Months rule disqualification of members –consider, if appropriate, sharing and rotating members to ensure compliance with the 6 month rule

Parish Meeting (Electors Meeting) - can be held remotely – any regulations unlikely to be enforceable.

Delegation to Clerk – where councils have difficulties with in person meetings they could, as an interim measure, delegate actions to the clerk but, in the interests of good governance, this should only apply to matters where the decision cannot be reasonable deferred and must be made in order to comply with a statutory or commercial deadline.

RECOMMENDATIONS

It is the recommendation of the Clerk to:

- **Suspend meetings until 21st June with the intention to resume face to face meetings thereafter. This will allow sufficient time for full consideration to be given to safely holding face to face meetings by which time legislation may have changed/restrictions may have been fully lifted.**
- **Consider if regularity of meetings should be reviewed**
- **Use the agreed scheme of delegation for urgent decisions required prior to 21st June**
- **Per item 16 – To agree a postponed date for the Annual Parish Meeting to be able to safely hold the meeting in person.**

Title: DELEGATED DECISIONS FOR RATIFICATION

Agenda Item: 28

- Note the below decisions for ratification at the meeting
- Consultation copies from the Clerk on request

CONS	DATE ISSUED	DELEGATION PROCESS	SUBJECT	FURTHER AP	DECISION	STATUS	CIRCULATED	RATIFIED
53	08/01/2021	COVID GROUP	December additional hours	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
54	05/02/2021	COVID GROUP	January additional hours	N/A	APPROVED	COMPLETE	05/02/2021	04/05/2021
55	04/03/2021	COVID GROUP	February additional hours	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
56	05/03/2021	COVID GROUP	Resident Comms Top Common	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
57	23/03/2021	COVID GROUP	RGP QUOTE	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
58	08/03/2021	COVID GROUP	March additional hours	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
59	19/04/2021	FULL COUNCIL	Hanging basket maintenance	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
60	19/04/2021	FULL COUNCIL	Pest Control at Cricket Club	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
61	19/04/2021	FULL COUNCIL	Cricket Club Section 106 application consultation	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
62	19/04/2021	FULL COUNCIL	Age UK Services Renewal	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021
63	19/04/2021	FULL COUNCIL	Personnel Recommendations	N/A	APPROVED	COMPLETE	30/04/2021	04/05/2021