



Broadbridge Heath Parish Council

Supporting Document for the **Annual Parish Council Meeting** **6th June 2022**

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SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 5 - To approve the minutes from the Parish Council meetings held on Monday 9th May. Minutes to be published to website prior to meeting.

Item 6 - To receive and adopt the minutes from the Finance and Establishment Committee Meeting held on Monday 15th November 2021.

[111120-DRAFT Minutes Finance Committee 2021-11-15.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 9 Planning Applications received by Broadbridge Heath Parish Council in MAY 2022

9.1 Details of planning applications can be found in **APPENDIX 1.**

9.2 The Chair of the Planning Committee will provide a verbal update relating to DC/22/0779

Item 10.1 Ratification of Payments lists for May 2022

The list of payments for ratification can be found in **APPENDIX 2.**

Item 10.2 Internal Audit report circulated to members.

Item 10.3 Additional Hours for May

To approve additional hours worked during May as below:

Clerk – 28

(New staff training/additional meetings/APM for deduction from agreed EMR additional resource)

Assistant Clerk – 9.25

(Meetings and preparation)

Item 10.4 Grant Application received from Gala Association - Ratification.

A grant application to cover the entertainment costs for the Jubilee event was received from the Gala Association (see minute ref 021/22). The application was approved by the Chairman.

Documents are circulated via the **Sharepoint** for ratification of the delegated decision.

Item 11 Annual Governance and Accountability Return (AGAR)

The AGAR, accounting statements and notice of period of elector's rights have been shared to the **Sharepoint** for review by members.

Item 12 Legal Acquisitions of Parcels of Land

A verbal report of progress on the acquisitions of SL5, SL6 and SL9 will be provided at the meeting by the Clerk. Should any transfer executions be ready by the meeting, the documents will be available to be executed by the council.

Item 13 Village Centre Management Agreement

A report detailing the current status of the management agreement, legal advice obtained in relation to it's content and renewal, and recommendations, will be circulated to members via **Sharepoint**.

Item 14 Open Space Use

Recommendations for consideration will be presented by the Clerk at the meeting.

Item 15 – Policy Review – All below policies for review have been shared via Sharepoint.

Item 15.1 Complaints Policy

The Complaints Policy, adopted in August 2018.

Item 15.2 Disciplinary Policy

The Disciplinary Policy adopted in August 2018

Item 15.3 Grievance Policy

The Grievance Policy adopted in August 2018.

Item 15.4 Recruitment Policy

DRAFT Recruitment Policy.

Agenda Item – 9.1 Planning Applications.

[DC/22/0852 | Erection of a single storey rear extension. | 26 Weston Avenue Broadbridge Heath Horsham West Sussex RH12 3XE](#)

Committee comments submitted 31st May 2022 – “No objections to this application, provided there are no material objections from the owners of neighbouring properties”.

[DC/22/0845 | BBSurgery to - 1x Oak TPO/0462, Fell 1 x Ash | 17 Findon Way Broadbridge Heath Horsham West Sussex RH12 3UZ](#)

Comments to be submitted by 13th June.

[DC/22/0805 | Conversion of loft to form habitable living space, incorporating creation of 2no side dormers and installation of 3no rooflights. | 8 White Close Broadbridge Heath Horsham West Sussex RH12 3UU](#)

Comments to be submitted by 16th June

[DC/22/0917 | Erection of an outbuilding to rear provide a study and home gymnasium. | 7 Cook Way Broadbridge Heath Horsham West Sussex RH12 3US](#)

Comments to be submitted by 17th June

Agenda Item 10.1 Ratification of Payments List for May.

Broadbridge Heath Parish Council				
	List of May invoices for payment			
Date Paid	Payee Name	Transaction Detail	Reference	Amount Paid
30/05/2022	Mrs Lucinda Edwards	M2 Pay and Expenses	OP044	
30/05/2022	Mrs Olivia Buck	M2 Salary and Expenses	OP045	
30/05/2022	Mrs Claire Palmer	M2 Pay	OP046	
30/05/2022	West Sussex LGPS	M2 PENSION REMITTANCE	OP047	£885.50
30/05/2022	HMRC	M2 NI AND TAX	OP048	£813.36
30/05/2022	SLN Cleaning Services	INV 242 APRIL CLEANING	OP049	£93.60
30/05/2022	GALA ASSOCIATION BBH	GRANT FOR JUBILEE EVENT	OP070	£240.00
30/05/2022	NETCOM IT SOLUTIONS	INV21399 IT SUPPORT M2	OP050	£68.10
30/05/2022	GRASSTEX Ltd	M1 GRASSCUTTING	OP051	£1,126.80
30/05/2022	Horsham District Council	660L REFUSE INV20568592	OP052	£38.40
30/05/2022	CHAGOS CONSULTING	P ONLINE TRAINING INV220	OP053	£70.00
30/05/2022	AGE UK HORSHAM	QTR1 ADJUSTMENT 6438	OP054	£1,017.25
30/05/2022	Parish Online	2022-23 subs 45UF006	OP055	£120.00
30/05/2022	HR Services partnership	INV14383 HR ADVICE	OP056	£170.34
30/05/2022	BEL SIGNS	INV44841 TREE PLAQUE	OP057	£168.00
30/05/2022	Mulberry and co	INTERNAL AUDIT 19354	OP058	£180.00
30/05/2022	DM Services	19357 OFFICE MAINTENANCE	OP059	£190.00
30/05/2022	BEL SIGNS	44932 HIGH VIZ	OP060	£62.40
30/05/2022	LITTLE FROG	3386 JUBILEE PUBLICATION	OP061	£240.00
30/05/2022	SAFEPLAY PS LTD	QTR INSPECTION 21038	OP062	£240.00
30/05/2022	SURREY HILLS SOLICITORS	7003 LEGAL ADVICE	OP063	£717.00
30/05/2022	JR PRINT	JR PRINT	OP064	£105.60
30/05/2022	BUSINESS STREAM	BUSINESS STREAM	OP065	£15.72
30/05/2022	SLCC	205989 CP TRAINING	OP066	£198.00
30/05/2022	JR PRINT	71607 APM POSTERS	OP067	£90.00
30/05/2022	PT PLUMBING	KITCHEN SINK LEAK REPAIR	OP068	£50.00
30/05/2022	JOGA JO	07 YR END	OP069	£60.00
30/05/2022	BT BUSINESS	M2 BB PHONE	OP071	£80.28
30/05/2022	VIKING	8886829	OP072	£67.18
30/05/2022	VIKING	8886830 S106	OP073	£80.24
30/05/2022	VIKING	8886831	OP074	£144.14
30/05/2022	VIKING	8895520 FACILITIES	OP075	£3.55
30/05/2022	VIKING	8904154 FACILITIES	OP076	£85.64
30/05/2022	VIKING	8904155 S106 CHAIRS	OP077	£777.55
30/05/2022	VIKING	8919841 EVENT GAZEBO	OP078	£96.56
30/05/2022	VIKING	8926034 S106 DISPLAY	OP079	£398.35
30/05/2022	VIKING	8990005	OP080	£198.59
31/05/2022	ICA Electrical	PAT Testing office	OP081	£84.00