



Broadbridge Heath Parish Council

Supporting Document for the **Parish Council Meeting** **5th September 2022**

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SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 5 –

To approve the minutes from the Parish Council meeting held on Monday 4th July 2022.

<https://www.broadbridgeheath-pc.gov.uk/ UserFiles/Files/ Minutes/135936-Draft Minutes Full Council 2022-04-07.pdf>

To approve the minutes from the Parish Council meeting held on Monday 8th August 2022.

[148741-Draft Minutes Full Council 2022-08-08.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 9 - Correspondence

Details of correspondence can be found in **APPENDIX 1.**

Item 14.1 Ratification of Payments lists for August and September 2022

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

Item 14.2 Finance Update

Detailed Income and Expenditure, Balance Sheet and Nominal Ledger reports have been shared to members via the Sharepoint drive under item 14.2.

Points to note:

- The VAT return for Qtr1&2 will be submitted after M6 payments are processed.
- There are 2 outstanding S106 reimbursements, invoices to be submitted to HDC this week (Parish Office and Ducky pond works)

Item 14.4 Additional hours worked

Recommendation: To approve additional hours worked as below:

July hours:

Clerk: 24

Deputy Clerk: 6

August hours:

Clerk: 10

Deputy Clerk: 4

Item 14.5 SAAA 2022 Opt-out communication

Correspondence has been shared to members via the Sharepoint drive under item 14.5.

Item 14.6 Internal Auditor Letter of Engagement

Correspondence has been shared to members via the Sharepoint drive under item 14.6.

Item 16 Grant Request

Documents have been shared with members via the Sharepoint drive under item 16.

CORRESPONDENCE ITEM 1

I am writing to see if the parish council are able to help with an issue I have been working on for much of the last year.

Sullington Mead is a cul de sac with limited parking space at the farthest end. Over the last year residents have taken to driving directly across the green to park on grass outside their properties.

This particular behaviour has become normalised and people will drive at speed across a space that is used by families and dog walkers, additionally the green is being damaged as a clear track is marked out.

I have communicated with West Sussex Highways, Saxon and Weald (which owns the green) and the police, none are willing or able to assist. Is this something the parish can help with?

List of Payments made between 29/07/2022 and 01/09/2022				
Date Paid	Reference	Payee Name	Transaction Detail	Amount Paid
01/08/2022	OP114	HMRC	NI & TAX M4	990.73
01/08/2022	OP115	West Sussex LGPS	M4 PENSIONS	1023.65
01/08/2022	OP116	DIRECT 365	194289 - LEGIONELLA TRAINING	43.20
01/08/2022	OP117	GRASSTEX Ltd	M4 GRASS CUTTING	1318.62
01/08/2022	OP118	Horsham District Council	INV20640390 REFUSE M4	25.60
01/08/2022	OP119	Horsham Tree services	INV19197 TREE WORKS	354.00
01/08/2022	OP120	Horsham Tree services	INV19196 TREE WORKS	180.00
01/08/2022	OP121	ICA Electrical	INVL228074 ELEC WORKS	570.00
01/08/2022	OP122	Mulberry and co	INV19598 PAYROLL M4	126.00
01/08/2022	OP123	Mulberry and co	INV50549 TRAINING	42.00
01/08/2022	OP124	NETCOM IT SOLUTIONS	INV21796 IT M4	68.10
01/08/2022	OP125	PETE THE POND	INV723 BBHPC	7000.00
01/08/2022	OP126	PT PLUMBING	BBHPC PLUMBING	50.00
01/08/2022	OP127	SAFETY SHOP	INV9303500281 FIRE	42.49
01/08/2022	OP128	VIKING	inv7220596 FANS	45.43
01/08/2022	OP129	The Royal British Legion	BBHPC POPPIES	300.00
01/08/2022	OP130	BBH JUNIOR FOOTBALL CLUB	BBHPC GRANT	1172.00
01/08/2022	OP131	CLLR CHRISTINE KNIGHT	BBHPC EXPENSES	153.35
01/08/2022	OP132	AGE UK HORSHAM	9192 QTR 2 VILLAGE AGENT	3975.00
01/08/2022	OP133	Horsham District Council	20593562 QTR2 BINS	179.14
01/08/2022	OP134	BUSINESS STREAM	INV3219867/3 WATER	25.94
01/08/2022	OP135	BEL SIGNS	INV45082	753.60
01/08/2022	OP136	BT BUSINESS	967120 BT	74.15
31/08/2022	OP140	West Sussex LGPS	M5 PENSIONS	922.00
31/08/2022	OP141	HMRC	M5 NI AND PAYE	821.41
31/08/2022	OP142	DM Services	INV019372 MAINTENANCE	250.00
31/08/2022	OP143	SAFEPLAY PS LTD	INV21603 INSPECTIONS	480.00
31/08/2022	OP144	AQUADROP CLEANING	August window clean	60.00
31/08/2022	OP145	Glasdon	Inv844644	24.33
31/08/2022	OP146	BEL SIGNS	Inv45601	271.20
31/08/2022	OP147	BEL SIGNS	Inv45634	52.80
31/08/2022	OP148	AMBEROL	Inv22047	645.00
31/08/2022	OP149	HALC	HALC SUBSCRIPTION	20.00
31/08/2022	OP150	GRASSTEX Ltd	INV0446 GRASSTEX	591.96
31/08/2022	OP151	SAFEIS FIRE SAFETY	INV78687	478.80
31/08/2022	OP152	ADRIAN LOCKSMITH	INV6796	72.00
31/08/2022	OP153	GRASSTEX Ltd	INV0485	108.54
31/08/2022	OP154	SLN Cleaning Services	INV283	93.60
31/08/2022	OP156	NETCOM IT SOLUTIONS	INV21962	68.10
31/08/2022	OP157	Glasdon	INV843249	1693.82