



Broadbridge Heath Parish Council

Supporting Document for the **Parish Council Meeting** **3rd April 2023**

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SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 6 - To approve the minutes from the Parish Council meeting held on Monday 6th March 2023

[159636-Draft Minutes Full Council 2023-03-06 amend.pdf \(broadbridgeheath-pc.gov.uk\)](#)

The Appendix to the minutes can be found using the below link:

[159636-APPENDIX TO MINUTES OF PARISH COUNCIL MEETING 06.03.2023.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 8 – Clerk Update

The Clerk update can be found in **APPENDIX 1**.

Item 9.2 – School Site

Members are requested to review **APPENDIX 2** detailing ideas for school site, following the Parish Council being invited to submit any potential ideas for the future of the site as community space.

Item 11.1 – Social Media Policy

Members are requested to review the proposed amendments to the Social Media Policy in **APPENDIX 3**

Item 11.2 Display Screen User Policy

Members are requested to review the newly proposed Display Screen User Policy in **APPENDIX 4**

Item 12 – Community Events

Members are requested to review the table of events and roles for the upcoming community events in **APPENDIX 5** and advise officers either by email, or at the meeting, of their attendance.

Item 13 – Planning Applications received during March 2023

Details of applications received and already submitted comments can be found in **APPENDIX 6**

Item 14.1 – Ratification of Payments lists for March 2023 invoices

The list of payments for ratification can be found in **APPENDIX 7**

Item 14.2 Additional Hours Worked during February 2023

Recommendation : to approve additional hours worked during March as below:

Clerk – 26

Deputy Clerk – 4

Item 14.5 Grant Application – Kent, Surrey and Sussex Air Ambulance

Correspondence requesting a grant of £300 has been received from KSS, and shared with members via Sharepoint.

Item 14.6 Grant Application – Victim Support

Correspondence requesting a grant has been received from Victim Support, and shared with members via Sharepoint.

Item 14.7 Grant Application – Broadbridge Heath magazine

A grant application for £1975 has been received from Broadbridge Heath Magazine. Completed application has been circulated to members via Sharepoint.

Item 14.8 Grant Application – The Village Centre

Completed application awaited.

Item 15.1 Electric Vehicle Charging Point locations

Compiled ideas for future EVC's can be found in **APPENDIX 9**

Item 16 Review of Parish Council Action plan

The Action Plan, with updated comments, has been circulated to members via Sharepoint.

Item 18 - Youth Services Contract and Specification

Documents have been circulated to members via Sharepoint.

Item 19 - Community Survey

A draft survey will be circulated to members.

Item 20 - Recruitment and Staffing

A confidential report has been circulated to members..

- Metal bollards installed at VC access.
- Litter Picking Event on 18th March was successful and well attended – future dates to follow
- PCSO bike marking evening – 16th May at Parish Office.
- 4 The Youth – continuation of services advised. Template report requested and awaited.
- Section 297 agreement amendments sent to solicitor.
- Monster Play Area – pre install meeting – working towards install to commence late May/early June, with intention of being complete by the Summer holidays.
- Cricket Club Lease – remains with Cricket Club legal to agree
- Community Forum was well attended
- Cage delivered by Horsham Matters in preparation for food drop-off point
- More wildflower seeds sown along Broadbridge Way
- Preparation for APM
- April BBH Mag article submitted including Precept information added to website
- S115 notices placed on streetlights (reference SIDS device)
- Application approved for elderly people crossing signs in vicinity of Broadbridge Park and signage ordered
- Wildflower signage ordered
- Next community forum date – 27th April

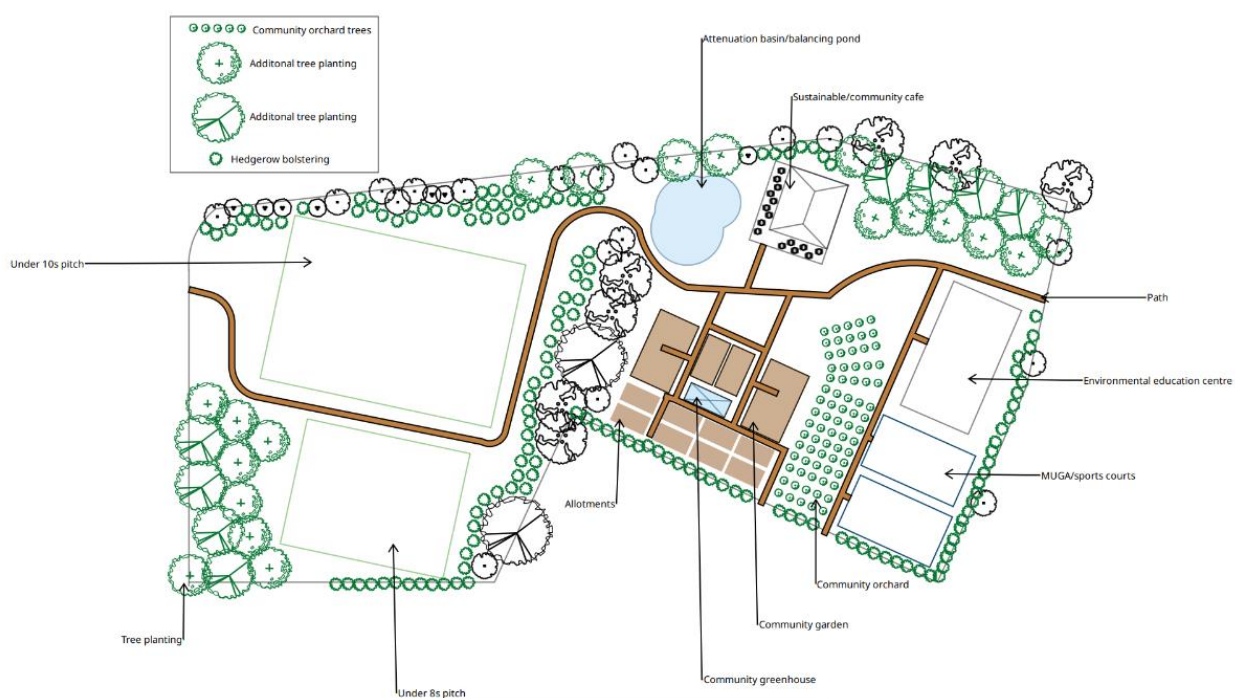
The principle is to create a public open space which provides good biodiversity net gain and promotes use from the community in line with the Horsham District Council Green Space Strategy. Broadbridge Heath Parish Council would like to engage constructively on this to ensure a green space which benefits the community of Broadbridge Heath.

This should be read in conjunction with the provided layout plan.

Broadbridge Heath Parish Council believe the following areas would benefit the environment and the community.

Allotments and community garden including greenhouse

- Large greenhouse for all season use
- Community orchard
- Allotments included to satisfy demand
- Courses can be run with local groups and business to teach new skills
- Modelled on Brockwell Park Community Greenhouses which includes a community garden and orchard.
- Potential to sell plants for a revenue stream.
- Local education establishments can utilise the space for horticultural training courses
- Potential to be run as a charity therefore attracting grants/ funding and opens fundraising opportunities.



Proposed amendments are indicated in highlight.

This Social Media Policy is based on a template issued by the Society of Local Council Clerks 2016.

1. Policy statement

1.1. This policy is intended to help employees including Clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, **or comments on social media and websites.**

1.2. This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

2. The scope of the policy

2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.

2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

3.1. The council has overall responsibility for the effective operation of this policy.

3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.

3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or Chairman.

3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in our name

4.1. Only an officer nominated by the Clerk is permitted to post material on a social media website in the council's name and on our behalf.

5. Using social media

5.1. We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.

5.2. Before using social media on any matter which might affect the interests of the council you must have read and understood this policy and employees and volunteers must have sought and gained prior approval to do so from the Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform their Line Manager, the Clerk or the Chairman.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager, the Clerk or Chairman.
- 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss employees without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.

7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):

- a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- b) a false and defamatory statement about any person or organisation;
- c) material which is offensive, obscene
- d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
- e) confidential information about the council or anyone else
- f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
- g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.

7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

7.5. If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Clerk or Chairman.

8. Monitoring and review of this policy

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

9. Social Media Statement:

BBHPC social media pages are 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. They allow 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 social media pages.

Rules:

- *Pro-active and timely communications on BBHPC projects can be shared on agreement of the Clerk.*
- *Social media pages will be monitored by officers of the council but cannot be monitored 24/7, therefore consideration will be made on times of posts published.*
- *Comments and messages will be replied to if deemed appropriate by the Clerks but if a resident or MOP requires a reply formal and timely response to a query this must still be directed to the officers via email to admin@broadbridgeheath-pc.gov.uk or an enquiry through our website (message autoreply on Facebook notes this).*
- *Messages sent through social media will not be replied to, but will have autoreply responses to advise that all messages must be sent via email to admin@broadbridgeheath-pc.gov.uk*
- *No advertising or selling on the page.*

Any offensive language, pictures, derogatory or inflammatory comments will be removed by the Clerks.

Commenting may be turned off on social media posts at the discretion of the officers of the Council.

Display Screen Users (DSU) Policy

To be Adopted: April 2023

Review: April 2024

Minute ref: TBC

Broadbridge Heath Parish Council as an employer, must protect its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

1. Purpose and Scope

This policy is for:

- staff uses display screens continuously for their role regardless of if they are office or home based

This policy outlines the processes to be followed by employees when working with display screens.

2. Legal Responsibility & Policy Support

Broadbridge Heath Parish Council recognises its duty of care to its employees and its legal obligation to support employee wellbeing at work under the terms of:

[The Health and Safety \(Display Screen Equipment\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukhr/1992/12/1/1/1) which apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

Health and Safety at Work etc. Act 1974 ([legislation.gov.uk](https://www.legislation.gov.uk/ukpga/1974/73))

In law, employers must:

- do a DSE workstation assessment
- reduce risks, including making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers
- Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

The law applies if users are, for example:

- at a fixed workstation
- mobile workers
- home workers

- hot-desking (workers should carry out a basic risk assessment if they change desks regularly)

More DSE guidance

HSE's leaflet Working with display screen equipment gives more information about how to comply with the Health and Safety (Display Screen Equipment) Regulations here:

[Working with display screen equipment \(DSE\) \(hse.gov.uk\)](https://www.hse.gov.uk/working-with-dse/)

You can find detailed advice on the regulations in Work with display screen equipment here:

[Work with display screen equipment - L26 \(hse.gov.uk\)](https://www.hse.gov.uk/l26/).

3. Definitions

Display Screen Equipment (DSE)

DSE means any alphanumeric or graphic display screen, regardless of the display process involved. This definition covers both conventional display screens, Laptops and other types such as touch screens and other emerging technologies.

However, it does not include the following:

- DSE mainly intended for public operation
- portable systems not in prolonged use
- calculators, cash registers or any equipment having a small data or measurement display required for the direct use of the equipment

Laptops, Notebooks, Palmtops and Similar Devices

Users of notebooks, iPad's or similar devices will not normally have to carry out workstation assessments as such equipment should only be used on a casual basis.

Workstation

A 'workstation' is defined as an assembly comprising:

- the DSE, keyboard, mouse or any other input device
- any optional accessories to the DSE
- any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other peripheral item; and
- the immediate work environment around the DSE.

User

A 'user' means an employee who habitually uses DSE as a significant part of his/her normal work. This generally means someone who:

- normally uses DSE for continuous or near-continuous spells of an hour or more at a time
- uses DSE in this way more or less daily
- has to transfer information quickly with high levels of attention and concentration

4. Health and Safety

Broadbridge Heath Parish Council has a duty to protect its staff's health and safety at work in accordance with the provisions of the [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/75) and [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/75) and any regulations made under it.

Employees are required to comply with Broadbridge Heath Parish Council's Health and Safety Policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

Workstation Assessments

If workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, employers must do a workstation assessment.

Employers and employees should look at:

- the whole workstation, including equipment, furniture, and work conditions
- the job being done
- any special requirements of a member of staff, for example a user with a disability
- Where there are risks, they should take steps to reduce them.

Employers and employees must also do an assessment when:

- a new workstation is set up
- a new user starts work
- a change is made to an existing workstation or the way it's used
- users complain of pain or discomfort

Please see Appendix A.

Work routine and breaks

The law says employers must plan work so there are breaks or changes of activity for employees who are display screen equipment (DSE) users.

There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work you are doing. Take short breaks often, rather than longer ones less often. For example 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks.

In most jobs it is possible to stop DSE work to do other tasks, such as going to meetings or making phone calls. If there are no natural changes of activity in a job, employers should plan rest breaks.

Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

Free Eye Tests

An employer must provide an eyesight test for a DSE user if they request one. The employer must also pay for the test.

This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

If you require an eye test, please get this agreed with the Clerk then arrange the test. Once completed complete the expenses form and provide us with a receipt so that we can reimburse you for the cost.

Glasses for DSE work

Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed. If this is the case please include the cost of basic glasses and lenses within the expense claim. Please note the cost for unprescribed upgrades (e.g. tints or treatments) or specialty frames will need to be met by the employee.

If an ordinary prescription is suitable, employers do not have to pay for glasses.

Risk Assessment

Staff working in the office or from home are responsible for completing a risk assessment prior to working from home and each time anything changes in their home working environment. See Appendix A.

Display Screen Users Checklist

Staff working in the office or from home are responsible for completing a DSU Checklist prior to working from home and each time anything changes in their home working environment.

See Appendix A.

5. Compliance

Failure to comply with any aspect of this policy or related policies such as Health and Safety, Working from Home and the Social Media, Digital and Electronic Communications Policies may constitute a disciplinary offence.

This policy is reviewed annually by the Clerk and submitted to the full council for approval. Last Reviewed: April 2023 Review Due: April 2024

APPENDIX A

DSE & Workstation Risk Assessment – (DRAFT)

Environment

Is the room at a suitable temperature? (Too hot or cold can cause users to adopt poor posture)	
Is there sufficient ventilation and does the air feel comfortable? (air-conditioning or windows)	
Is the user's desk a suitable height so there is adequate space underneath?	
Does the user have enough room for all their equipment?	
Does the area have adequate lighting to prevent eye strain?	
Are there blinds to prevent window glare if required?	
Are cables tidy and not a trip hazard, levels of noise comfortable?	

Chair

Does the chair have an adjustable height, padding and free moving wheels and is stable?	
Does the chair have lumbar support for the user's lower back?	
Are the user's feet flat on the floor or footrest when sitting in the chair?	
Can the user position the chair comfortably in front of or under their desk?	

Keyboard

Is the keyboard separate from the screen so it can be suitably positioned?	
Is the keyboard directly in front of the user, with the G, H and B keys in line with the centre of their body?	
Do the keys only require a soft touch to use (not stiff)?	
Are the user's elbows at or around a 90 angle when typing? Are their arms relaxed at the side of their body when doing so?	
Is, the user's wrists supported either by a rest of the desk when typing?	
Does the user need to stretch their wrists and / or forearms when typing?	

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Laptops

Does the user have a stand or raised support for their laptop so they can position it at an appropriate height?	
Does the user have a separate mouse and keyboard so they can adopt a proper posture?	
Check the user does not work with laptop on their lap to lead to a bad posture.	

Monitor

Is the main monitor central on the user's desk and roughly an arm's length away? (user has to be directly facing it when sat in a neutral position)	
Is the user's eye level with the top of the screen? (head, neck and shoulders straight and relaxed)	
Can the monitor be tilted and raised / lowered?	
Does the monitor have brightness & contrast settings?	
Is the size of text displayed on the screen two or three times larger than the size of the smallest text the user can read?	
Is the monitor free from glare and does not flicker?	

Mouse

Is the mouse a suitable shape and size so it fits comfortably into the user's hand?	
Does the mouse support the neutral position of the user's wrists and have suitable wrists support of necessary?	
Are the mouse's buttons and scroll wheel stiff or overly sensitive?	
Is the mouse clean and free from debris to ensure it can move smoothly?	
Does the user have to stretch their arm to reach the mouse?	
Is the user's arm close to their side when using the mouse with elbow at a slight open angle?	

Title: APPENDIX 5 – Item 12 – Community Events

	ANNUAL PARISH MEETING	CORONATION PICNIC	GALA SUMMER FETE
BEFORE	PREPARE REFRESHMENTS	PREP OF WILDFLOWERS	
SETUP	SETUP X 1	SETUP AND GAZEBO X 2	SETUP AND GAZEBO
EVENT	MEET AND GREET X 1	CRAFT TENT X 2	MANNING STAND X 4
EVENT	REFRESHMENTS X 1	WILDFLOWER X 2	
EVENT	Q&A STAND X 2		
CLOSE	CLOSE	CLOSE	CLOSE

Title: APPENDIX 6 – Item 13 – Planning Applications received during March 2023

Application	Address	Details	Submitted Response
DC/23/0079	70 Churchill Way	Part-conversion of the existing garage to form a study with associated external alterations (Retrospective)	No objections, provided no material objections from a neighbouring property
Dc/22/2349	161 Churchill Way	Conversion of garage to form habitable space with associated external alterations.	No specific objections but comments raised: It was noted that the proposals would change the garage into living accommodation and that the plan for the existing layout already shows the current use (of the original garage area) as a garden room and storage, with part of the storage area now being proposed as a new office space. It was also noted that the plan shows parking spaces for up to 3 cars, without use of the garage.
DC/23/0284	57 Churchill Way	Conversion of existing detached garage into habitable space with associated external alterations.	No specific objections, provided there are no material objections from a neighbouring property, noting that adequate parking appears to remain allowing for the loss of the garage space.

Title: APPENDIX 7 – Item 14.1 Payments List for march invoices

Broadbridge Heath Parish Council				
Current Bank A/c				
List of Payments made between 15/03/2023 and 31/03/2023				
Date Paid	Reference	Payee Name	Transaction Detail	Amount Paid
15/03/2023	DD	TESCO	M11 PHONE INS	£6.00
15/03/2023	DD	TESCO	M11 MOBILES	£29.98
16/03/2023	OP336	Mrs lucinda Edwards	expenses M11	£141.19
21/03/2023	OP337	START SAFETY UK	PROFORMA ROAD SIGNS	£108.96
27/03/2023	OP361	Mrs lucinda Edwards	Expenses m12	£38.22
27/03/2023	OP362	Mrs Olivia Buck	Expenses M12	£1.35
27/03/2023	OP363	TL GLAZING	Inv1705 Table glass	£76.94
27/03/2023	OP364	GREEN GYM	Annual Donation BBHPC	£400.00
28/03/2023	OP338	Mrs lucinda Edwards	M12 SALARY	
28/03/2023	OP339	Mrs Olivia Buck	M 12 SALARY	
28/03/2023	OP340	Mrs Claire Palmer	M12 SALARY	
28/03/2023	OP341	West Sussex LGPS	M12 BBHPC	£1,326.74
28/03/2023	OP342	HMRC	M12 TAX NI	£914.05
28/03/2023	OP343	GRASSTEX Ltd	INV0805 WESTON AVE	£1,992.00
28/03/2023	OP344	ICA Electrical	INV228456 PO LIGHTS	£1,416.00
28/03/2023	OP345	NETCOM IT SOLUTIONS	INV23209 SUPPORT M12	£68.10
28/03/2023	OP346	GRASSTEX Ltd	INV1029 WILDFLOWERS	£2,167.38
28/03/2023	OP347	DAVID BRIDGES	FLOWER SEEDS BBHPC	£69.00
28/03/2023	OP348	Horsham District Council	INV21238235 PO WASTE	£25.60
28/03/2023	OP349	VIKING	2122547 1ST AID	£9.44
28/03/2023	OP350	VISION ICT	INV16150 SSL	£66.00
28/03/2023	OP351	DM Services	INV19399 CW GATE REPAIR	£150.00
28/03/2023	OP352	DIRECT SECURITY	INV22004 ANNUAL MAINT/MON	£507.18
28/03/2023	OP353	VIKING	INV2203685	£3.31
28/03/2023	OP354	VIKING	INV2182167 STATIONERY	£197.06
28/03/2023	OP355	AQUADROP CLEANING	BBHPC MARCH	£60.00
28/03/2023	OP356	DM Services	INV19401 MAINTENANCE	£300.00
28/03/2023	OP357	ST JOHNS CHURCH	GRANT BBHPC	£280.00
28/03/2023	OP358	BEN FLITNEY	BBHPC WORKS	£354.00
28/03/2023	OP359	SLN Cleaning Services	CLEANING OFFICE M11	£117.60
28/03/2023	OP360	SURREY HILLS SOLICITORS	S297 WORKS INV8406	£198.00

Title: APPENDIX 8 – Item 15.12 – EVC location ideas

Ideas submitted by members as of 28/03/2023:

- Weston Avenue Allotment Parking Bays
- Churchill Way Allotment parking bays
- Village centre (private but might be a consideration with approval agreement)
- Sargent Way layby adjacent to the co-op
- Broadbridge Heath Way layby, adjacent to the common.