



Broadbridge Heath Parish Council

Supporting Document for the **Parish Council Meeting** **6th March 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 13th February 2023

[155152-Draft Minutes Full Council 2023-02-13.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 7 - To receive and adopt the minutes from the:

Recreation Committee Meeting held on 28th November 2022

[138723-Draft Minutes Recreation Committee 2022-11-28.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 8 – Clerk Update

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

Item 11.1 – Community Engagement Policy

Members are requested to review the currently adopted policy as published to the website and shared for convenience on Sharepoint.

Item 11.2 – Social Media Policy

Members are requested to review the currently adopted policy as published to the website and shared for convenience on Sharepoint.

Item 12 – Recycling Bins

At the meeting held on Monday 27th February, the Recreation Committee agreed to recommend to Full Council to apply for Section 106 funding reference DC/12/1172 - Local Recycling Facilities - HDC:91006, noting the spend deadline of 25th November 2023 - Funds available £5,771.

Recommendation: to delegate to the Chair of Recreation and the officers to determine locations and designs of bin in consultation with Horsham District Council and submit the S106 application as appropriate.

Item 13 – Community Events

The Gala Association's request to use the Village Centre Recreation field for a Coronation Picnic on Sunday 7th May 2023 was approved by the Recreation Committee, subject to approval by the Village Centre Trustees. It was agreed by the committee, for councillors attending the event to hand out envelopes of wildflower seed, and potential additional activity/gifts.

The Gala Association's request to use the Common for the Village Fete on Saturday 1st July 2023 was approved by the Recreation Committee.

It was agreed by the committee to host a Parish Council stand at the fete.

Recommendation : Members are requested to advise the officers of their availability for both of the below events

Item 15.1 – Ratification of Payments lists for February 2023 invoices

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

Item 15.2 Additional Hours Worked during February 2023

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

Clerk – 24.5

Deputy Clerk – tbc

Additional activities include Finance Training, additional meetings, annual leave preparation.

Item 15.3 Grant Application – St John’s Church

The completed application can be found in **APPENDIX 3**

Item 15.4 Earmarked Reserves

A report detailing current EMR funds can be found in **APPENDIX 4**

Item 17.1 Flag Policy Amendments

The amended Flag Policy, as agreed by the Recreation Committee, can be found in **APPENDIX 5**

Item 17.3 Agenda Motion/Project Request Form

Recommendation: The document, for approval can be found in **APPENDIX 6**

Item 17.4 Bollards Repair and Maintenance at The Common

Following a previous proposal to replace the damaged bollard fixings at the common, it was agreed to explore alternative options with less maintenance requirements. On review, the replacement socket and maintenance is recommended by our contractor as the most favourable and economic option.

Recommendations:

- ***To replace 2 damaged sockets - £420.00***
- ***To approve maintenance cost: £40.00 every 2 months to maintain the 3 bollards at the Ducky. (6 visits per year - £240.00)***

- Warm Space – now finished but office opening continues Tuesdays 10-12.
- Recreation Committee reviewed 3 initial designs of play area for Charrington Way
- Gate closer has been replaced at Charrington Way
- External multi coloured lights installed at Parish Office
- FreshAir Adult Fitness signage installed per inspection report advisory
- Heras railings locked and secured at VC crossover - Quotation for temporary metal bollards arranged and approved, works to be completed over the next week.
- Litter Picking Event advertised – 18th March
- Arrangements scheduled for PCSO bike marking evening – 16th May at Parish Office.
- Fly tipping reported at Top Common
- Ukraine Flag was raised to mark anniversary of the Ukraine War.
- Parish Office fire risk assessment received – being reviewed for actions.
- Meeting of Junior Football Club, Village Centre Trustees regarding license
- First Aid training options being explored, per safety risk assessment
- Pensions Annual Returns online workshop attended
- Elections forms and details of workshops being run by HDC circulated to members
- HDC contacted regarding future of school site – awaiting feedback following a meeting attended by District Councillors
- District Councillors requested to provide report for March meeting
- Age UK Village Agent continuation of services communicated to Age UK and in process of acquiring a formal agreement for the services
- 4 The Youth – continuation of services advised. Template report requested and awaited.
- Section 297 agreement proposed amendments issued to Village Centre Trustees for review
- Monster Play Are – per item on agenda
- Grounds Maintenance Contract- contractor informed and meeting set up to go through detail on each task
- Cricket Club Lease – final 2 amendments communicated to solicitor – awaiting final document to sign

Date: 27/02/2023

Broadbridge Heath Parish Council

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Time: 13:15

Current Bank A/c

List of Payments made between 01/03/2023 and 01/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	West Sussex LGPS	OP313	1,314.83		M11 PENSION CONTRIBUTIONS
01/03/2023	HMRC	OP314	893.94		M11 NI AND TAX
01/03/2023	DM Services	OP315	134.00		Inv19397 Various Maintenance
01/03/2023	AGE UK HORSHAM	OP316	3,975.00		inv13070 QTR 4 VILLAGE AGENT
01/03/2023	Horsham District Council	OP317	38.40		INV21202672 660L PO
01/03/2023	Horsham District Council	OP318	19.08		INV21211116 RECYC BIN
01/03/2023	TIDY AND WEBB	OP319	19,866.30		INV2022067 CROSSOVER WORKS
01/03/2023	TIDY AND WEBB	OP320	780.00		INV2022068 BOLLARDS
01/03/2023	OFFICE FURNITURE ONLINE	OP321	188.39		INV 995782 TROLLEY CHAIR S106
01/03/2023	SLCC	OP322	222.00		INV242951-1 CLERK MEMBERSHIP
01/03/2023	Mulberry and co	OP323	290.76		INV50990 TRAINING
01/03/2023	NETCOM IT SOLUTIONS	OP324	68.10		INV23055 SUPPORT M10
01/03/2023	NETCOM IT SOLUTIONS	OP325	58.50		INV23065 AD HOC SUPPORT
01/03/2023	RIALTAS BUSINESS SOLUTIONS	OP326	154.80		INVSM25982 ANNUAL SUPPORT
01/03/2023	SAFEPLAY PS LTD	OP327	240.00		INV23072 QTR4 INSPECTIONS
01/03/2023	SLN Cleaning Services	OP328	93.60		INV380 CLEANING M10
01/03/2023	GALA ASSOCIATION BBH	OP329	384.00		GRANT PAYMENT FETE
01/03/2023	GALLAGHER INSURANCE	OP330	132.15		INV521524663 ADDNL COVER
01/03/2023	VIKING	OP331	113.99		INV2018479 STATIONERY
01/03/2023	4 THE YOUTH	OP332	2,818.29		TERM3 YOUTH PROVISION
01/03/2023	VIKING	OP333	15.44		inv2097326 stationery
01/03/2023	VIKING	OP334	2.72		Inv2094439
01/03/2023	KINDEROO TODDLER GROUP	OP335	700.00		GRANT APPLICATION PROJECTOR
Total Payments			32,504.29		

BROADBRIDGE HEATH PARISH COUNCIL

**Application for Grant
Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	1. Name of Organisation	St Johns Broadbridge Heath
2.	Name, Address and Status of Contact	Rev Mark Lavender St Johns House Church Road Broadbridge Heath RH12 3LD
3.	Telephone Number of Contact	07858555161
4.	Is the Organisation a Registered Charity?	2. Yes
5.	Amount of grant requested	£280
5.	For what purpose or project is the grant requested?	Care packages given to local residents as a Christmas gift for those over the age of 80 (cost = £120.) Flowers to those in the local area that we are aware of who have been bereaved or had a hard year (cost = £160)
6.	What will be the total cost of the above project?	£280
7.	If the total cost of the project is more than the grant, how will the residue be financed?	n/a
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	no
9.	Who will benefit from the project?	Residents that we are aware of that are over the age of 80 and those who have been bereaved in the past year
10.	Approximately how many of those who will benefit are parishioners?	All of them (approx. 40 people)
11.	Please state give details of the proposed end date, i.e. when the project will be completed and the grant spent?	Christmas 2022

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed: Mark Lavender

Date: 13/2/23

APPENDIX 4 – EARMARKED RESERVES

Recommendation: To review the earmarked reserves for any potential adjustments for 2023/24.

02/03/2023
13:37

Broadbridge Heath Parish Council Earmarked Reserves

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Account	Opening Balance	Net Transfers	Closing Balance
315 EMR Covid Fund	0.00		0.00
320 EMR Retention and Recruitment	1,500.00		1,500.00
325 EMR Village Centre Drainage	3,600.00		3,600.00
330 EMR IT	374.97		374.97
335 EMR Youth and Older People Pro	9,805.62		9,805.62
340 EMR Training - New Cllr and Re	0.00		0.00
345 EMR Village Centre Project	1,396.00	-1,396.00	0.00
350 EMR Community Grant	0.00		0.00
355 EMR Street Scene	3,394.00		3,394.00
356 TREE SPECIAL PROJECTS	0.00	10,000.00	10,000.00
360 EMR Professional fees	0.00		0.00
370 EMR Election costs	4,470.00		4,470.00
385 WA Allotments Future Maint	0.00	44,778.33	44,778.33
390 EMR Parish Office	19,531.00	-11,679.78	7,851.22
391 EMR HR Resource	4,970.00	-4,147.62	822.38
395 EMR Asset Repair and Rene	44,863.68	-2,490.00	42,373.68
396 EMR Village Centre Project PWL	0.00		0.00
397 EMR S106	-2,207.95	-4,409.49	-6,617.44
398 EMR CIL Contributions	28,120.32	-2,320.00	25,800.32
399 EMR Community Resilience Hub	3,926.51	-301.36	3,625.15
	123,744.15	28,034.08	151,778.23

APPENDIX 5 – Flag Policy amendments

Recommendation: to adopt the revised flag policy, with below detailed amendments, as agreed by the Recreation Committee:

To remove the following from the Flag Policy:

The Platinum Jubilee Flag will be flown to mark the celebrations of the Queen's Platinum Jubilee during 2022 at the discretion of the Clerk/Chairman

Replace with the following:

A flag to celebrate The King's Coronation will be flown to mark the Coronation celebrations during 2023 at the discretion of the Clerk/Chairman.

APPENDIX – Agenda Request Form



AGENDA REQUEST FORM

AGENDA ITEMS MUST BE SUBMITTED NO LATER THAN 7 FULL DAYS BEFORE THE DATE OF THE MEETING.

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

Name:		Date:	
Meeting type: (PC or name of committee)		Meeting Date:	

AGENDA ITEMS – Insert wording to appear on the agenda. Please remember to make it clear what you are asking Councillors to decide. Please also note if you are looking for a specific resolution.

“To consider...” “To note...” “To review...” “To agree....”

BACKGROUND DOCUMENTS - Please list names of any documents or supporting information to be attached. All documents must be submitted with the request.

COSTS – Insert detail of costs associated with the decision that you are asking the council to make (if known).