**Birdham Parish Council**

**Minutes of the**

**Annual Meeting of the Parish Council**

 **held on Monday 18th April 2016**

**at 7pm in Birdham Village Hall**

**Present**: Cllr Pocock (Chairman), Cllr Hamilton (Vice Chairman), Cllrs Brooks, Bird,

Cllrs Firmston, Barker, Campbell, Wells and Churchill.

**Apologies**: PCSO Bainbridge.

**In attendance**: The Clerk, Cllr Montyn (WSCC), Cllr Barrett (CDC) and 10 members of the public.

**Absent:** None

**1-16 Election of Chairman for the remainder of the Council Year:**

 **It was proposed, seconded and resolved** that Cllr L Pocock be re-elected to the Chairmanship of the Parish Council until the date of the next Annual Council Meeting.

**2-16 Election of Vice Chairman for the remainder of the Council Year:**

**It was proposed, seconded and resolved** that Cllr E Hamilton be re-elected to the Vice Chairmanship of the Parish Council until the date of the next Annual Council Meeting.

**3-16 Public Question time in accordance with Standing Orders 1d -1l:**

 Cllr Barrett (CDC) said that a number of Parishes had written to the A27 and the way that it had been handled. It now seemed that of the seven original options proposed only four would be consulted upon and they were all in the south of the region. He felt that Highways England was extremely poor when it came to their communications. It was also a great disappointment to not know when consultation was due to start and for how long.

 Cllr Montyn (WSCC) said that residents living on the Manhood Peninsula are extremely unhappy with the way that they have been treated. They had been told that they would be consulted. There are 23500 registered electors who live south of the A27 that are affected by the congestion on a permanent basis who feel that they should have the right to comment on any proposal put forward by Highways England.

A draft letter to the Secretary of State had been circulated which contained the basis of the complaints regarding the A27. Would Birdham Parish Council be prepared to write a letter? **It was proposed from the Chair and resolved** that Birdham Parish Council write to the SoS with a copy of the letter to the Andrew Tyrie MP.

**4-16 Declaration of Interests:**

 There were none.

**5-16 Approve and sign the minutes of the 18th April 2016:**

**It was resolved** to adopt the minutes of the 18th April 2016 as a true and accurate record of the meeting.

**6-16 to appoint members to serve on outside bodies:**

The agreed list may be found at annex a. to these minutes.

**7-16 to consider and approve Councillor Membership of the following Committees and Working Groups**

The agreed list may be found at annex a. to these minutes

**8-16 Clerks’ Report:**

1. **WSCC** – There was nothing to report.
2. **CDC** – There was nothing to report.
3. **Reports from Members of WSCC/CDC –**

Cllr Montyn (WSCC) said that a new CEO had been appointed for WSCC.

A study is to be undertaken to create/revamp the Southern Gateway into the City which would include the old postal sorting office, bus station and the girl’s high school building.

Copious amounts of correspondence had been undertaken by WSCC and Highways England in relation to the A27.

There is a possibility that the result of the Boundary Review will be known and released in time and at the All Parishes Meeting.

Cllr Barrett (CDC) reported that the planning application for the new youth building was going ahead.

Cllr E Hamilton is to be appointed as the Chair of Chichester District Council and will preside at the All Parishes Meeting.

The CDC Planning Enforcement Officer had written to the PINs concerning Birdham Farm. PINs seemed to be unaware of any controversy.

There appears to be a problem on the Sandpiper development and the ownership of roads as the refuse lorries are currently unable to use the roads as they are permeable for drainage purposes.

1. **Other related matters –** The Chairman proposed and **it was resolved** that the Council write to the PINS to fully support the stance taken by the Enforcement Team of CDC.

Cllr Campbell raised the issue of the ‘Causeway Gate’ and asked had the Council written to CDC as previously requested.

The Clerk said that he had not written to CDC as he rather wished to explore what avenues needed to be taken for any such gates to be ‘legal’ in that they would prevent or restrict the Causeway being used as a legally constituted public right of way (PROW).

He had discovered that no such condition had been imposed by either CDC or PINs that gates should be installed. No application had been made to WSCC for permission to ‘close off’ or restrict the PROW.

However, to satisfy the request of the Council he would write to the CDC Planning Department stating what he knew and requesting any information they may have on the matter.

**9-16 Finance and Corporate:**

1. **To receive and approve the financial report.**

The Clerk presented the financial report up to and including the 13th May 2016 shown at Annex b. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank | £ 77109.28 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 17397.90 |
| Available Funds | £ 30057.21 |
| Creditors | £ 2090.81 |

The Clerk offered to answer any questions that Councillors may have.

**It was resolved** to adopt the Financial Report.

1. **To Receive information concerning the New Homes Bonus (NHB):**

The Clerk introduced the NHB to the Council which indicated an Indicative Allocation of £8439.00 which could be used for community projects. He went on to stress that this should involve the community in how it should be spent and on what projects. He also reminded Councillors and residents that any application should be submitted to CDC by the 29th July at the very latest.

The Chairman suggested that a meeting of Councillors should be held on the 31st May to progress this forward.

**10-16 to receive an update on the Neighbourhood Plan:**

The Chairman was pleased to announce that the Neighbourhood Plan had passed the referendum by 505 votes for to 56 votes against and 4 spoilt or blank papers. He went to thank all those who had made the result possible saying that it had been hard work over a number of years. However, there may well be a requirement to revise the plan in the five years’ time.

**11-16 Correspondence – Not previously circulated: -**

There was none.

**12-16** **Reports**:

1. **Play Area and Playing Field**. – Cllr Wells said that he had met with Playdale concerning the childrens play area. Playdale had suggested that some of the equipment should be refurbished and possible replacement of the dome climbing frame with something more interesting and challenging. He went on to say that he was due to have a meeting with a representative concerning the purchase and installation of a multi-use games area (MUGA). In all case firm quotations have been requested.
2. **Village Green and Pond. –** There was nothing to report.
3. **Condition of Village Ditch/Drain Network.** – Cllr Bird said that he has been working with WSCC in resolving some of the problems concerning the culverts. WSCC had committed four days of time to work in Birdham. He had met and had started to work with Kevin McNay of WSCC and also with Southern Water.

The Clerk said that he had contacted a number of engineers to determine what could be done to drain the playing field without impacting on the village ditch network. He was hoping that quotations would be available for the next meeting of Council and in time for any Op Watershed application.

1. **Police and Neighbourhood Watch** – PCSO Bainbridge had given her apologies.
2. **Communication Working Groups** – Currently nothing to report but a tremendous thank you to all who had delivered leaflets and documents leading up to the Neighbourhood Plan Referendum.
3. **Community Resilience: -** Cllr Firmston said that someone had been identified to offer training to the group which would culminate in a table-top exercise.
4. **Other –** There was nothing to report.

**13-16 Planning matters including applications and CDC delegated decisions:**

1. Planning Applications to be decided.

BI/16/01124/FUL - MCC Planning Land to the Rear Of Sarnia Main Road Birdham

Construction of 4 no. 3 bed dwellings.

Birdham Parish Council objects to this application in the main through density, bulk and

parking restrictions. Whilst the Parish Council recognise the principle of developing this site as a 'windfall' site, the design and architectural style do nothing to enhance the position of the site in an AONB.

In addition we are unsure it the drainage methods preclude WSCC from adopting the roads and whether sufficient thought has been given to road widths for refuse collection.

BI/16/01269/DOM - Mr J Worrall Orchard Cottage Church Lane Birdham Chichester

Rear extension and alterations including new boarding and new pitched roof to existing front bay window and alterations to existing garage/carport to include new pitched roof.

Birdham Parish Council raises No Objection to this application.

BI/16/01295/FUL - Mr M Hooper Land South Of Whitestone Farm Main Road Birdham

Change of use to (A1) woodburner stove centre with incidental workshop.

Birdham Parish Council raises No Objection to this application. However, in doing so it recognises and endorses the comments made by WSCC concerning on site parking.

BI/16/01443/OBG - Mr Thomas Stancombe Tawny Nurseries Bell Lane Birdham Chichester

Variation of the signed S106 for 12/04147/OUT, for a period of 18 weeks, in para 1.7.3 of the agreement, to be changed to 12 weeks for the power of sale to transfer of affordable dwelling units.

Birdham Parish Council raises No Objection to this application and considers that the decision should be agreed by the legal team of CDC together with the Rural Housing Officer.

BI/16/01431/FUL - Mr D Thompson Copper Beech Church Lane Birdham PO20 7AT

Amendments to 15/03947/FUL – (Division of property to form 2 no. cottages). Change wall cladding, add first floor front extension and canopy, create parapet wall to approved rear extension and build timber garage.

Birdham Parish Council raises No Objection to this application.

BI/16/01456/FUL - Mr J Morley Land South West Of Premier Business Park Birdham Road Appledram

Erection of L-shaped stable block comprising stables, tack room and hay store along with associated hardstanding for parking and turning. Resubmission of BI/16/00480/FUL

Birdham Parish Council raises Strongly Objects to this application.

This application proposes to build on land that is a registered AONB and is subject in part to

enforcement notice BI/31 and Stop Notice BI/32 both issued on the 3rd March 2016, although both were relaxed by an amendment issued on the 22nd March areas of the original enforcement and stop notices are still in force and current and are part of this application.

BI/16/01441/DOM - Four Winds, Cherry Lane, Birdham,

Resubmission of BI/16/00020/DOM for rear first floor extension with larger rooflight.

Birdham Parish Council raises No Objection to this application.

BI/16/01425/DOM -Cotswold House , 6 St James Close, Birdham, PO20 7HE

Conversion and extension to garage to provide ancillary accommodation to dwelling.

Birdham Parish Council raises No Objection to this application.

BI/16/01596/DOM - Chaffinches Farm, Main Road, Birdham

Minor internal alterations, additional conservation roof light and extension to the approved porch roof.

Birdham Parish Council raises No Objection to this application.

BI/16/01597/LBC - Chaffinches Farm, Main Road, Birdham

Minor internal alterations, additional conservation roof light and extension to the approved porch roof.

Birdham Parish Council raises No Objection to this application.

 **It was resolved** to authorise the Clerk to notify the Councils decision to CDC Planning.

1. Delegated Decisions to be noted.

BI/16/00020/DOM Mr P Johnson Four Winds Cherry Lane Birdham

First floor rear extension with dormer. **PERMIT**

BI/16/00178/FUL Premier Marinas The Spinnaker Chichester Marina Birdham

Variation of condition 2 of permission AP/15/00339/FUL. Required amendment to drawing no's 13.1949.110 and 13.1949.115 with drawings no's 13.1938.600 and 13.1949.205-1. **PERMIT**

BI/16/00237/DOM Mr Hemal Patel Bay Trees 7 Redmoor Estate Main Road Birdham

Part ground floor and first floor rear extension. **PERMIT**

BI/16/00581/DOM Mr Chris Harrison Longstone  12 Greenacres Birdham

Replacement of windows, renewal of existing render finish, replacement of roof and re-cladding of the existing front extension and the demolition of existing small side extension. **PERMIT**

Mr J Morley Land South West Of Premier Business Park  Birdham Road Appledram West Sussex

Erection of building comprising stables, tack room, rest room and hay and machinery store along with associated hard standing for parking and turning. **WITHDRAWN**

BI/16/00496/FUL Mr & Mrs Slatter Brightwater  14 Greenacres Birdham West Sussex PO20 7HL

Variation of Condition 2 of planning permission BI/15/02632/FUL - to reference amended plans (14-52-3 Rev K, 14-52-4 Rev K, 14-52-5 Rev K) showing a non-material change to the southern projection. **PERMIT**

BI/16/01049/TPA Mr A Jackson Lock Lane Birdham West Sussex PO20 7BA

Reduce over-extending limb arising at 2m to west, back by 3m on 1 no. Oak tree (T315). Fell 2 no. Oak trees (T328 and T348). Reduce height and extension of crown to east back by 3m on 1 no. Oak tree (T351). All 4 no. trees are within Group, G1 subject to BI/08/00174/TPO. **PERMIT**

BI/15/03851/FUL High Seats Ltd Unit 4 Premier Business Park Birdham Road Appledram

Change of use of existing marine retail/storage/light industrial unit to new destination retail unit incorporation new shopfront, entrance and side fire escape. **REFUSE**

**The delegated decisions were noted.**

**14-16 Reports of meetings attended by Councillors; -**

The Chairman reported that both he and Cllr Firmston had attended a meeting hosted by Hunston Parish Council to learn more about CIL and S106 which was coupled with the Infrastructure Development Plan (IDP).

The Chairman also reported that he had attended a meeting of the Selsey Flood Forum which was primarily called to discuss sea defences but was, in his opinion, high-jacked by the people who really wanted to talk about local flooding issues.

The meeting included a team from the University of London who had been sponsored by an American company looking at flooding in low lying areas.

**15-16 Items for inclusion on the next agenda:**

 There were none

**16-16 Date of Next Meeting:**

**The next meeting of the Parish Council will be held on the**

**18th July 2016 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.55pm

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman

**Annex a.**

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|  | **logo1****Birdham Parish Council**28 Langdale Avenue, Chichester, West Sussex, PO19 8JQTel : 01243 790402 Email : clerk@birdhamparishcouncil.org.uk Website : [www.birdham.org.uk](http://www.birdham.org.uk)**Clerk to the Council : David J Siggs** |  |

**Outside Body Appointments**

|  |  |
| --- | --- |
| Body | With Effect From 16th May 2016 |
| CDALC | ChairmanVice-Chairman |
| Village Hall Trust | Cllr BirdCllr BarkerCllr ChurchillCllr Wells |
|  |  |
| Peninsula Forum | All Councillors |

**Membership of Committees/Working Groups**

|  |  |
| --- | --- |
| Committee/Group | With Effect From 16th May 2016 |
| Play Park & Playing Field | Cllr ChurchillCllr Wells |
| Staffing Committee | Cllr CampbellCllr HamiltonCllr Churchill |
| Communications Working Group | Cllr ChurchillCllr BarkerCllr Pocock |
| Planning Committee | All Councillors |
| Resilience/Emergency Planning | Cllr FirmstonCllr HamiltonCllr BirdCllr PocockMr Guy Barton |

**Annex b.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Birdham Parish Council** |  |  |
|  |  |  |  |  |  |  |  |
| **Financial Statement as at 13th May 2016** |  |  |  |  |
|  |  |  |  |  |  | £ |  |
| Bank Accounts as at 31st March 2016 |  |  | 89612.51 |  |
| Receipts to date |  |  |  |  | 37474.81 |  |
| Expenditure to date |  |  |  |  | 49978.04 |  |
|  |  |  |  | **Balance** |  | **77109.28** |  |
| **Represented by;** |  |  |  |  |  |  |
| Current Account (Barclays Community A/c) |  | 29983.92 |  |
| Deposit Account (Barclays Premium Business A/c) |  | 40263.47 |  |
| National Savings |  |  |  |  | 6861.89 |  |
|  |  |  |  | **Total** |  | **77109.28** |  |
| **Less** |  |  |  |  |  |  |  |
| Reserve @ 50% of Precept |  |  |  | 21063.13 |  |
| Loan Reserve for half year |  |  |  | 8591.04 |  |
| Outstanding Cheque/s - |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **29654.17** |  |
| **Ringfenced Funds** |  |  |  |  |  |  |
| Op Watershed  |  |  |  |  | 10355.85 |  |
| NHB |  |  |  |  |  | 2042.05 |  |
| Culvert Maintenance |  |  |  |  | 2500.00 |  |
| Catchment pond improvement fund |  |  | 2500.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **17397.90** |  |
|  |  |  |  |  |  |  |  |
| **Available Funds** |  |  | **Total** |  | **30057.21** |  |
|  | dsiggssig.bmp

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| **Signed** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Clerk to the Council** |  |  |  |  |  |
|  | **13th May 2016** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Payments to be considered** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| B Geary (Litter Picking) |  |  |  | 70.00 |  |
| Clerks Expenses (Telephone/Paper etc.) |  |  | 216.12 |  |
| A Dover (Grass & Bus stops) |  |  |  | 80.00 |  |
| CDC (Litter and dog bins) |  |  |  | 595.91 |  |
| MH Kennedy (Grass cutting - playing field) |  | 228.78 |  |
| Addison Law (Deed Mr & Mrs Campbell) |  |  | 900.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **2090.81** |  |
|  |  |  |  |  |  |  |  |