**Birdham Parish Council**

**Minutes of the**

**Annual Meeting of the Parish Council**

 **held on Monday 18th July 2016**

**at 7pm in Birdham Village Hall**

**Present**: Cllrs Hamilton (Vice Chairman), Firmston, Campbell and Wells.

**Apologies**: Cllrs Pocock (Chairman), Barker and Bird,.

**In attendance**: The Clerk, Cllr Montyn (WSCC), Cllr Barrett (CDC) and 12 members of the public.

**Absent:** Cllr Churchill

**29-16** In the absence of the Chairman on holiday the meeting would be chaired by the Vice Chairman – Cllr Hamilton.

**30-16 Public Question time in accordance with Standing Orders 1d -1l:**

 A resident asked about a boat that had been parked in the field owned by Birdham Church Field Ltd.

 Apparently it was to be moved within the next few days but, the Chairman asked the Clerk how long it might be left in situ within planning terms. The Clerk responded that it would require an application for the change of use if the boat was to be parked for longer than three months.

**31-16 Declaration of Interests:**

 There were none.

**32-16 Approve and sign the minutes of the 20th June 2016:**

It was pointed out that minute 21-16 that the last line should read 2-3rd July. Subject to that amendment **it was resolved** to adopt the minutes of the 20th June 2016 as a true and accurate record of the meeting.

**33-16 Clerks’ Report:**

1. **WSCC** – There was nothing to report.
2. **CDC** – The Clerk reported that he had received a copy of the Community Facilities Audit which now included projects identified through the CDC Infrastructure Business Plan (IBP) for the Parish. The plan needed to be checked and returned to CDC by the 24th August with any amendments made. The Clerk suggested this could and should be completed by a small working group. No discussion was held or decision made.

The Clerk went on to say that he had also received information concerning the potential of smaller communities forming a Community Land Trust.

1. **Reports from Members of WSCC/CDC –** Cllr Montyn (WSCC) said that the County Council were warning of a potential heat wave and asked all residents to be mindful of the very young and the elderly.

He went on to remind residents that the consultation concerning the A27 had started. There are a number of very interesting films on the A27 which may help people fully understand the various proposals. He also advocated that residents visit at least one of the public exhibitions were they could speak to very helpful engineers. Further information could be found by logging on to [www.highways.gov.uk/a27chichester](http://www.highways.gov.uk/a27chichester). The consultation will finish on the 22nd September 2016.

Cllr Barrett (CDC) reported that the Youth Club planning application had been held up for the time being.

The appeals concerning Birdham Farm were now to be held in February 2017 during which all aspects of the various applications would be dealt with.

Cllr Hamilton in her capacity as a CDC Councillor reported that if residents took out a Green Waste Bin contract with CDC they would now get three months free in the first year.

Birdham Neighbourhood Plan is to be formally adopted by CDC at the next full council meeting.

In commenting of the Birdham Farm situation Cllr Hamilton said that she and CDC were extremely concerned at the length of time that it was taking.

1. **Other related matters –** There were no other related matters.

**34-16 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 17th July 2016 shown at Annex a. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank | £ 71962.31 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 17397.90 |
| Available Funds | £ 24910.24 |
| Creditors | £ 11087.25 |

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

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

**35-16 Correspondence – Not previously circulated: -**

 There were none.

**36-16** **Reports**:

1. **Play Area and Playing Field**. – Cllr Campbell reported that the survey carried out went to all households in the village. 170 questionnaires were returned, and the results were clear, with 57.1% of respondents preferring children’s play equipment, with only 19.1% preferring adult fitness equipment. The other 2 options had lower preferences. As a result of these findings, the Parish Council will be seeking permission from CDC to spend the allocated NHB amounts from 2014, and 2015, a total of £18504 on the children’s play area. In addition an application against the 2016 NHB grant of £8439 will be made for children’s play equipment, in all this will give a total of £26943.

As promised on completion of the survey the responses were used in a draw for a £20.00 gift token.

Cllr Wells said that as he had been hospitalised for a while the estimates he has asked for had not all been received. However, these would be chased up.

The Clerk reminded all that to enable him to put in a concise and winning case for the NHB Grants he needed all the information as speedily as possible as the applications had to be submitted by the 29th July.

The Clerk went on to say that the existing play area had recently been inspected by a RoSPA certified inspector and although minor areas of repair work were needed the play area was deemed of medium risk and safe to use.

1. **Village Green and Pond. –** The Chairman said that in general she was pleased with the appearance of the village green. Even to the extent that wild orchids had bloomed for the first time this year.

The Clerk reported that the pond and surrounding area had also been inspected by RoSPA with some recommendations being made. Most were already in hand to deal with and others will be dealt with after seeking advice regarding the impact on the water vole population.

1. **Condition of Village Ditch/Drain Network.** – There was nothing further to report at this time.
2. **Police and Neighbourhood Watch** – There was nothing to report. However, as previously stated with the re-arrangement of the PCSO working practices it will be unlikely in the future that the Parish will have an officer either dedicated to it or available for Parish Council meetings.
3. **Communication Working Groups** – There will be a further newsletter to be published in the autumn.
4. **Community Resilience: -** Cllr Firmston said that the plan was now in place and would be tested once an agreed date could be reached.
5. **Other –** There was nothing to report.

**37-16 Planning matters including applications and CDC delegated decisions:**

1. **Planning Applications to be decided.**

BI/16/01809/FUL – Field North West of the Saltings.

Birdham Parish Council resolved to withdraw its objections to the variation of conditions 3,5,8,13,20 & 21.

However, it retains its position to strongly object to the variation of condition 6. It is the opinion of the Parish Council that Winter Groundwater Monitoring of the site has NOT been carried out and must be done so in winter.

The Parish Council further requests that condition 6 is enforced by the Planning Authority prior to the commencement of any development taking place.

BI/16/02017/FUL - Mrs Wendy Cardnell Brown Houseboat Waipawa Chichester Marina

New build houseboat on a vacant mooring.

The Parish Council raises No Objection to this application.

BI/16/02034/FUL - Birdham Pool Limited Birdham Shipyard Court Barn Lane Birdham

Refurbishment to building 5 and alterations to parking layout.

The Parish Council raises No Objection to this application.

BI/16/02050/FUL - Mr J Morley Land South West Of Premier Business Park Birdham Road Appledram West Sussex

Retrospective application for the retention of deposit of soil to level ground in paddock.

The Parish Council raises No Objection to this application.

BI/16/02177/DOM - Mr Winton Carthagena Farm House  Bell Lane Birdham PO20 7HY

Change of use for above the garage; from storage to self-contained accommodation.

The Parish Council raises No Objection to this application but, request that a condition be added to any permissions granted that the garage could not be disposed of separate to the main dwelling place.

BI/16/01838/DOM -Police House, Crooked Lane, Birdham, PO20 7HA

Two storey side extension, single storey rear extension, extended porch and pitch roof to existing garage. Substitute plan - proposed elevation - revised cladding.

The Parish Council raises No Objection to this application.

BI/16/01874/FUL- Houseboat Fusil, Chichester Marina, Birdham

Replacement houseboat.

The Parish Council raises No Objection to this application.

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

1. **Delegated Decisions to be noted.**

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

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. **PERMIT**

BI/16/01441/DOM Mr P Johnson Four Winds Cherry Lane Birdham

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

BI/16/01684/PLD Mr Stewart Wilmot Inchgower  Birdham Road Birdham PO20 7HS

New front facade wall to replace existing. **PERMIT**

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. **PERMIT**

BI/16/01573/DOM Mrs L Edwards 3 Greenacres Birdham Chichester West Sussex

Single storey front extension and conversion of integral garage with the installation of new window frames. **PERMIT**

BI/16/00985/DOM Mr D Segel Chaffinches Farm Main Road Birdham Chichester

Amendments to BI/13/01197/DOM to include brick patio area to east of extension and patio doors in lieu of 2 no.windows. **PERMIT**

BI/16/00987/LBC Mr D Segel Chaffinches Farm Main Road Birdham Chichester

Amendments to BI/13/01198/LBC to include brick patio area to east of extension and patio doors in lieu of 2 no. windows. **PERMIT**

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

Change of use to woodburner stove centre comprising workshop, office and storage/display area. **PERMIT**

BI/16/01425/DOM Mr Hugh Jefferson Cotswold House  6 St James Close Birdham

Conversion and extension to garage to provide ancillary accommodation. **PERMIT**

BI/16/01596/DOM Mr Segel Chaffinches Farm Main Road Birdham Chichester

Internal alterations, additional conservation rooflight and extension to the approved porch roof. **PERMIT**

BI/16/01597/LBC Mr Segel Chaffinches Farm Main Road Birdham Chichester

Internal alterations, additional conservation roof light and extension to the approved porch roof. **PERMIT**

BI/16/01692/DOM Mr D Powell Boughtons 26 Greenacres Birdham Chichester

Single storey extensions to existing garage to create granny annexe and replacement garage. **PERMIT**

**The delegated decisions were noted.**

**38-16 Reports of meetings attended by Councillors; -**

 There were none.

**39-16 Items for inclusion on the next agenda:**

 To receive an update on both Tawny Drive and Rowan Close.

 To receive and consider the Parish Councils response to the A27 Option proposals.

**40-16 Date of Next Meeting:**

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

**17th October 2016 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.08pm

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

 Chairman

**Annex a.**

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|  |  |  | **Birdham Parish Council** |  |
|  |  |  |  |  |  |  |
| **Financial Statement as at 17th July 2016** |  |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 31st March 2016 |  |  | 89612.51 |
| Receipts to date |  |  |  |  | 37479.10 |
| Expenditure to date |  |  |  |  | 55129.30 |
|  |  |  |  | **Balance** |  | **71962.31** |
| **Represented by;** |  |  |  |  |  |
| Current Account (Barclays Community A/c) |  | 24832.66 |
| Deposit Account (Barclays Premium Business A/c) |  | 40267.76 |
| National Savings |  |  |  |  | 6861.89 |
|  |  |  |  | **Total** |  | **71962.31** |
| **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 |
| Catchement pond improvement fund |  |  | 2500.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **17397.90** |
|  |  |  |  |  |  |  |
| **Available Funds** |  |  | **Total** |  | **24910.24** |
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|  |  |  |  |  |  |  |
| **Signed** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Clerk to the Council** |  |  |  |  |
|  | **17th July 2016** |  |  |  |  |
|  |  |  |  |  |  |  |
| **Payments to be considered** |  |  |  |  |
|  |  |  |  |  |  |  |
| B Geary (Litter Picking) |  |  |  | 70.00 |
| Clerks Expenses (Telephone/Int Audit etc.) |  | 312.04 |
| A Dover (Grass & Bus stops) |  |  |  | 110.00 |
| PWLB (Village Hall Mortgage) |  |  |  | 8591.04 |
| MH Kennedy (Grass cutting - playing field) |  | 399.96 |
| WSCC (Street Lighting Maintenance) |  |  | 906.44 |
| SSE (Street Lighting) |  |  |  |  | 204.77 |
| Playsafety Limited (RoSPA Inspection) |  |  | 168.00 |
| Churchyard Maintenance Grant |  |  |  | 325.00 |
|  |  |  |  | **Total** |  | **11087.25** |