**Birdham Parish Council**

**Minutes of the**

**Annual Meeting of the Parish Council**

**held on Monday 19th September 2016**

**at 7pm in Birdham Village Hall**

**Present**: Cllr Pocock (Chairman), Cllrs Hamilton (Vice Chairman), Barker, Firmston, Campbell.

**Apologies**: Cllrs Wells and Bird.

**In attendance**: The Clerk, Cllr Montyn (WSCC), Cllr Barrett (CDC) and 32 members of the public.

**Absent:** Cllr Churchill

**41-16** Prior to the official start of the meeting the Chairman said that he wished to bring forward agenda items 5iii the A27 Options and agenda item 9i planning application BI/16/01809/FUL as he was aware that the majority of residents were in attendance purely for those items. In doing so agenda item 1 would form part of the relevant debates and no further questions would be accepted.

**42-16 Public Question time in accordance with Standing Orders 1d -1l:**

**Agenda item 5iii – A27 Options.**

A fairly lengthy and extensive debate took place with all residents present having the opportunity to put forward their opinions and thoughts. Drawing the debate to a conclusion the Chairman asked for suitable proposal which was put forward by Cllr Campbell.

It was **proposed, seconded and resolved** that the Parish Clerk be given the authority to pass to Highways England the Councils decision as follows; - Given the choice of the 5 options put forward in this consultation Birdham Parish Council is of the opinion that leaving the A27 as it is, would be preferable to any of the available options. This is because there are very limited benefits to the area in any of the options which, in any case would be very rapidly swallowed up by the increase in traffic, allied with the cost of lengthy periods of roadworks.

Birdham Parish Council believes that in the long term, a well-designed, below grade Northern Bypass is the only way that the ancient City of Chichester and the Manhood Peninsula can avoid becoming a mess of congested traffic.

**Agenda item 9i planning application BI/16/01809/FUL**– Field North West of the Saltings.

Birdham Parish Council had resolved at its July meeting to withdraw its objections to the variation of conditions 3,5,8,13,20 & 21. However, the Parish Council objected most strongly to any variation of condition 6 which the developer had said was in the process of being re-written and would be submitted for consideration at a later date.

The current application was to consider the re-wording of condition 6, submitted by the developer, which was to allow the fencing of the site and layouts to proceed without completing the condition requirement to have completed winter groundwater testing and the submission of a suitable drainage scheme to the Planning Authority.

Residents were given the opportunity to have their say, as was the owner of the site. However, the overriding comments were to do with the length of time the developers had had to complete the conditioned requirements, three years, and had not done so. There was and is extreme concern over the supposed access to the site.

At the end of a long debate with little further of merit being articulated the Chairman asked Councillors for their opinions. All were of the opinion that a variation of condition 6 was not in the interests of the Village and should not be supported. It was so **proposed, seconded and resolved** to strongly object to the request by the applicant to change the wording of condition 6 to this permitted development.

Condition 6 quite clearly says that prior to any development being carried out on site the proposed method of surface water etc. shall be based on SUD principles and "..shall be informed by winter groundwater monitoring of the site.".

The monitoring during any of the proceeding winter months has not yet been carried out within the three year time period granted under the original permission.

The Parish and its residents, during the recent past few years has experienced severe flooding, especially in the area of the 'access road' to this site with, on at least one occasion the school access being flooded. Consequently any attempt to circumnavigate conditions of this nature is viewed with extreme caution, suspicion and mistrust.

The Parish Council has also raised concerns about the access to this site which has yet to be resolved.

**Birdham Parish Council Strongly Objects** to the weakening of condition 6.

On completion of the two items listed above the Chairman said that Agenda item 1 had now been completed and the meeting would revert to the agenda as printed.

**43-16 Declaration of Interests:**

The Chairman – Cllr Pocock - and Cllr Campbell both declared a personal interest in planning application BI/16/02656/DOM.

**44-16 Approve and sign the minutes of the 18th July 2016:**

It was pointed out that minute 30-16 should read the field owned by Mr Langmead northwest of Coppice Barn. Subject to that amendment **it was resolved** to adopt the minutes of the 18th July 2016 as a true and accurate record of the meeting.

**45-16 Clerks’ Report:**

1. **WSCC** –
2. The Clerk reported that he had received information relating to the reduction of the number of County Councillors from the current 71 to a new low of 70 Councillors. This was unlikely to affect the Witterings. The full consultation could be found at [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk) and [www.lgbce.org.uk](http://www.lgbce.org.uk).
3. Basic information had also been received concerning the introduction of charges at household waste recycling sites throughout West Sussex. Further information may be obtained from [www.recycleforwestsussex.org/charges](http://www.recycleforwestsussex.org/charges).
4. Information had been received that the Public Rights of Way (PROW) team would be carrying out routine inspections and maintenance on the rights of way through our area. The Clerk asked that if anyone knew of work that was required to please notify him within the next few days. Should problems occur contact may be made with PROW by telephone 01243 777620 or email at [prow@westsussex.gov.uk](mailto:prow@westsussex.gov.uk).
5. **CDC** – The Clerk reported that he had received information from CDC concerning the Boundary Review currently being undertaken together with a proposal to reduce the number of District Councillors from the current 48 to a proposed 36. The Boundary Commission will be publishing its recommendations in early December and, subject to parliamentary approval the new arrangements will be implemented at local elections in May 2019.
6. **Reports from Members of WSCC/CDC –** Cllr Barrett (CDC) said that the planning application for the youth club had been submitted. Full funding was now in place and that a management team had been employed.

He went on to say that the appeal for the Birdham Farm was now scheduled to take place in February 2017.

The situation concerning the A27 Options would be discussed at the Cabinet Meeting to be held on the morning of the 20th September and would be presented to Full Council on the afternoon of the same day.

1. **Other related matters –**
2. The Clerk reported that he had received notification from the Environment Agency that with effect from the 31st March 2017 the South West Internal Drainage District (IDD) would cease to exist. However work on main rivers, which will include the Pagham Rife, will be unaffected by the changes.
3. As the resignation of a Councillor had taken place the correct procedure had been carried out with the full knowledge of the CDC. No requests for an election had been received, therefore permission was granted to advertise the vacancy to be filled by co-option. To date one application had been made. This will require the Staffing Committee to meet, arrange an interview date with the candidate and carry out a preliminary interview.

**46-16 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 19th September 2016 shown at Annex a. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank | £ 93346.51 |
| Designated Funds | £ 29979.17 |
| Ring Fenced Funds | £ 13317.90 |
| Available Funds | £ 40049.44 |
| Creditors | £ 6801.87 |
|  |  |

The Clerk said that the increase in funds was due to the second tranche of the precept being paid he then offered to answer any questions that Councillors may have.

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

1. **To receive the report of the External Auditor on the Councils finances.**

The presented the report which showed that a minor error had occurred in the stated figures that whilst overall correct had allocated funds in the wrong order. This will need to be corrected in the figures of the financial year ending 31st March 2017.

Aside from the comments above the auditors considered the accounts to be in accordance with proper practices and all relevant legislation and regulatory requirements.

**It was resolved** to adopt the External Auditors Report.

1. **See Minute 42-16 above.**
2. **To receive updates on the developments of Tawny Drive (Close) and Rowan Close.**

The Chairman said that the Lead Councillor, Cllr Wells, was very ill and currently in intensive care at St Richards, he would therefore like to defer this item to a future meeting.

**47-16 Correspondence – Not previously circulated: -**

1. An invitation had been received from Action in Rural Sussex to attend their AGM and Conference 2016 on the 12th October. No one was available to attend.
2. A letter of thanks has been received from the winner of the M&S £20.00 voucher.
3. A letter of thanks has been received from St James Church for the donation made for the churchyard maintenance.

**48-16** **Reports**:

1. **Play Area and Playing Field**. – The Clerk reported that the cutting of the hedges and clearing of ditches around the playing field would take place towards the end of October.

He had also made the applications for grant funding from the New Homes Bonus to cover the renewal of the fencing around the play area and for new play equipment. The results of the application should be known early in October.

1. **Village Green and Pond. –** The Chairman said that he would be shortly putting forward a proposal to both the Council and the Village to enhance the Village Pond and the Triangle Pond.
2. **Condition of Village Ditch/Drain Network.** – Cllr Bird the Lead Councillor was away on business however he had given an update via email as follows;-

*“You might like to let those attending the meeting know that West Sussex highways have been busy over the last couple of months, endeavouring to inspect and improve much of the Birdham surface water drainage system. They have jetted most of the culverts and then inspected them with CCTV. They have also removed silt and overgrowth from the ditch along Crooked Lane. This work is some of the follow-up that Clive Barrington had asked for.*

*They also intend to replace a broken culvert under Chaffer Lane at some point in the not too far distant future. Once I am clearer about the necessary on-going maintenance and inspection requirements for the Birdham surface water drainage system, I will let everyone know. There will be a meeting of the Birdham and Earnley Flood Prevention Group before the October meeting when we will discuss some of the necessary work and the possibility of applying for Operation Watershed funding.”*

In addition the Clerk said that the removal of the tree stumps from the Kingfisher Pond would take place towards the end of October

1. **Police and Neighbourhood Watch** – The Chairman reported that there had been no direct communication with the Police or PCSO and 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. He went on to say that he was aware that 10 burglaries had taken place and urged residents to remain both vigilant and secure.
2. **Communication Working Groups** – There will be a further newsletter published in October.
3. **Community Resilience: -** Cllr Firmston said that the plan was now in place and reminded everyone that an exercise was due to take place in the Village Hall on the 10th October. Documentation for the exercise would be sent out shortly.
4. **Other –** There was nothing to report.

**49-16 Planning matters including applications and CDC delegated decisions:**

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

BI/16/02380/DOM - Mr Steve Edwards 3 Greenacres Birdham PO20 7HL

Erection of detached garage, outbuilding and the re-siting of front porch.

This application was not discussed as it had already been permitted by the Planning Authority.

BI/16/02316/LBC - Mr Christopher Mould the Old Mill Lock Lane Birdham

Change of use of store rooms to a dwelling, rear extension and conversion repair works.

The Parish Council raised **No Objection** to this application.

BI/16/02317/FUL - Mr Christopher Mould the Old Mill Lock Lane Birdham

Change of use of store rooms to a dwelling, rear extension and conversion repair works.

The Parish Council raised **No Objection** to this application.

BI/16/02656/DOM - Mr Matthew Jeffries White Oaks Cherry Lane Birdham

Extend rear gable portion of house and form hipped gable and replace conservatory with single storey flat roof extension.

This application was deferred pending clearer drawings.

BI/16/02687/DOM - Mr & Mrs Wheeler Hammonds Farm Westlands Lane Birdham

Demolish conservatory and replace with a timber outbuilding and glazed link, internal and external alterations, replace garage block and reinstate historic courtyard relocation of pool and pool house.

The Parish Council raised **No Objection** to this application.

BI/16/02688/LBC - Mr & Mrs Wheeler Hammonds Farm Westlands Lane Birdham

Demolish conservatory and replace with a timber outbuilding and glazed link, internal and external alterations, replace garage block, reinstate historic courtyard relocation of pool and pool house.

The Parish Council raised **No Objection** to this application.

BI/16/02806/DOM - Mr R Felton Harbour House 22 Greenacres Birdham

Proposed extensions and alterations to existing house and garage.

This application was deferred pending dimensioned drawings.

BI/16/01809/FUL - Field North West Of The Saltings, Crooked Lane, Birdham

Variation of Conditions 3, 5, 6, 8, 13, 20 and 21 of planning permission BI/13/01391/FUL - to

vary the wording of conditions in order to allow the development to commence

**See minute 42-16 above**.

BI/16/02905/DOM - Brightwater , 14 Greenacres, Birdham, PO20 7HL

Variation of condition 2 from planning permission BI/16/00495/DOM. To reference amended

plans to show the removal of the over-sailing roof to the north and siting of garage 2.5m north of approved location to avoid main sewer line.

The Parish Council raised **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/16/01764/FUL Mr Richard Brown Houseboat Nibbana Chichester Marina Birdham Replacement houseboat on existing mooring. **PERMIT**

BI/16/01815/DOM Mr Steven Hopwood 3 Chaffer Lane Birdham

Single storey extension to rear of property. Addition of two dormer windows to first floor rear of property. **PERMIT**

BI/16/01838/DOM Mr & Mrs Fairall Police House Crooked Lane Birdham

Two storey side extension, single storey rear extension, extended porch and pitch roof to existing garage. **PERMIT**

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

New build houseboat on a vacant mooring. **PERMIT**

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

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

BI/16/02308/DOM Mr David Carter 10 Alandale Road Birdham

Single storey rear extension. **PERMIT**

BI/16/01874/FUL Mrs Anna Wood Houseboat Fusil Chichester Marina Birdham

Replacement houseboat. **PERMIT**

**The delegated decisions were noted.**

**50-16 Reports of meetings attended by Councillors; -**

There were none.

**51-16 Items for inclusion on the next agenda:**

Co-Option of new Councillor

**52-16 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 9.15pm

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

Chairman

**Annex a.**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Birdham Parish Council** | | |  |
| **Financial Statement as at 19th September 2016** | | | | |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 31st March 2016 | | | |  |  | 89612.51 |
| Receipts to date | |  |  |  |  | 60275.12 |
| Expenditure to date | |  |  |  |  | 66541.12 |
|  |  |  |  | **Balance** |  | **83346.51** |
| **Represented by;** | |  |  |  |  |  |
| Current Account (Barclays Community A/c) | | | |  |  | 16211.84 |
| Deposit Account (Barclays Premium Business A/c) | | | | |  | 60272.78 |
| National Savings | |  |  |  |  | 6861.89 |
|  |  |  |  | **Total** |  | **83346.51** |
| **Less** |  |  |  |  |  |  |
| Reserve @ 50% of Precept | | |  |  |  | 21063.13 |
| Loan Reserve for half year | | |  |  |  | 8591.04 |
| Outstanding Cheque/s - | |  | 102267 |  |  | 325.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **29979.17** |
| **Ringfenced Funds** | |  |  |  |  |  |
| Op Watershed | |  |  |  |  | 6275.85 |
| NHB |  |  |  |  |  | 2042.05 |
| Culvert Maintenance | |  |  |  |  | 2500.00 |
| Catchment pond improvement fund | | | |  |  | 2500.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **13317.90** |
|  |  |  |  |  |  |  |
| **Available Funds** | |  |  | **Total** |  | **40049.44** |
|  | dsiggssig.bmp   |  | | --- | |  | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Signed** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Clerk to the Council** | |  |  |  |  |
|  | **19th September 2016** | |  |  |  |  |
| **Payments to be considered** | | |  |  |  |  |
|  |  |  |  |  |  |  |
| B Geary (Litter Picking) | |  |  |  |  | 140.00 |
| Clerks Expenses (Telephone/printing etc.) | | | |  |  | 258.60 |
| A Dover (Grass & Bus stops) | | |  |  |  | 190.00 |
| Cllr G Campbell (M&S Voucher) | | |  |  |  | 20.00 |
| MH Kennedy (Grass cutting - playing field) | | | |  |  | 457.56 |
| Chichester Tree Services (Kingfisher & Court Barn Ponds) | | | | |  | 4080.00 |
| PKF Littlejohn (Auditors) | |  |  |  |  | 180.00 |
| Information Commissioner (Data Registration) | | | |  |  | 35.00 |
| Came & Company (Insurance) | | |  |  |  | 979.71 |
| Cllr G Barrett (A27 Leaflet Delivery) | | |  |  |  | 425.00 |
| CPRE (Membership) | |  |  |  |  | 36.00 |
|  |  |  |  | **Total** |  | **6801.87** |