**Birdham Parish Council**

**Minutes of the**

**Annual Meeting of the Parish Council**

 **held on Monday 17th October 2016**

**at 7pm in Birdham Village Hall**

**Present**: Cllrs Hamilton (Vice Chairman), Barker, Firmston, Campbell, Churchill and Bird.

**Apologies**: Cllr Pocock (Chairman) and Cllr Wells.

**In attendance**: The Clerk, Cllr Montyn (WSCC), Cllr Barrett (CDC) and 8 members of the public.

**Absent:**

**53-16 Public Question time in accordance with Standing Orders 1d -1l:**

 A resident asked if the decision of the enquiry into the gypsy site at Earnley would have any impact on the enquiry due to take place concerning the Birdham Farm site.

 Cllr Barrett said that a meeting was scheduled with Mr Carvell of CDC to determine the actual requirement of permanent gypsy sites. The Harbour Conservancy would also be attending that meeting.

 A resident asked about the ditch clearance and whether it would be continued. The Clerk said that if it was to be carried out under the Op Watershed programme an application needed to be submitted quickly.

 Cllr Bird said that he already been dealing with this and had spoken to a number of residents prior to any application for funding being submitted.

**54-16 Declaration of Interests:**

 There were none.

**55-16 Approve and sign the minutes of the 19th September 2016:**

**It was resolved** to adopt the minutes of the 19th September 2016 as a true and accurate record of the meeting.

**56-16 Clerks’ Report:**

1. **WSCC** – There was nothing to report at this time.
2. **CDC** – The Clerk reported that he had received an email from CDC warning all Parishes that the Parish Grants which was given to compensate for the loss under the Local Council Tax Reduction Scheme was due to be phased by 2017/18. CDC has elected to phase out the grant by 2019/20. Details will be available in December 2016.
3. **Reports from Members of WSCC/CDC –** Cllr Montyn (WSCC) reported that the WSCC Select Committee had debated the options supplied by Highways England on the proposed alterations to the A27 Chichester By-Pass on the 15th September. Their recommendation was that WSCC should not support any of the Options presented and would like to see the options of the northern routes r-installed.

Cllr Montyn then went on to say that he, and others, had received a letter from our MP outlining what he was doing concerning the A27.

Cllr Barrett (CDC) said that the Youth Club was delayed but still progressing. He went on to say that he would be asking for contributions from each Parish Council to support the work of the MPP. For Birdham this would equate to £438.00.

He then outlined the CDC response to the A27 Options. The Council supported option 2 by 25 votes to 14 but, with a number of caveats.

CDC has chosen to invest some £25-30k per year into the Chichester in Partnership Project and specifically the Choosework Project which in the last three years has found work for 180 people.

CDC end of year accounts showed a total increase in assets in excess of £17m bringing the total to £157m.

The Peninsula Forum would be hosting a talk on the 5th December concerning Gypsies and Travellers. The Westgate Centre will be having an open day on the 5th November.

1. **Other related matters –** There was none.

**57-16 Finance and Corporate:**

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

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

|  |  |
| --- | --- |
| Balances held at Bank | £ 75171.89 |
| Designated Funds | £ 29674.17 |
| Ring Fenced Funds | £ 13317.90 |
| Available Funds | £ 32179.82 |
| Creditors | £ 953.97 |
|  |  |

The Clerk said that the accounts are in a good position with no known problems or concerns. He then offered to answer any questions that Councillors may have.

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

1. **To Acknowledge and accept the conditions of the NHB Awards.**

The Clerk outlined the basis behind the NHB.

He then went on to say that the Parish Council had been awarded the sum of £18504.00 as a variation award previously awarded for the recreation ground during 2014 and 2015. The current award is to be spent on childrens play equipment and must be expended by the 25th September 2017.

In addition the Parish Council had been awarded the sum of £7620.00 to be spent within a three year period on fencing off of the childrens play area. In addition to the criteria set out above the Parish Council are obliged to accept the terms and conditions set in the agreement covering both awards.

The Clerk suggested that he should be the person responsible as stated within the agreement and that he should be authorised to sign the agreement on behalf of the Parish Council

**It was resolved** to accept the conditions of the two awards and that the Clerk should be the Responsible Person authorised to sign the agreement.

1. **To consider the Co-Option of a new Councillor.**

The Clerk said that he had received one application for co-option and that subject to a successful interview the formal process of co-option should be carried out at the next Parish Council Meeting on the 21st November 2016.

**It was resolved** to invite the applicant for interview on the 24th October 2016 and if suitable carry out formal co-option on the 21st November 2016.

**58-16 Correspondence – Not previously circulated.**

1. A letter from our MP concerning the A27
2. A receipt from the Royal British Legion for the purchase of the Poppy Wreath.
3. A letter from Barclays Bank informing the Council that with effect from the 5th December 2016 no interest would be paid on the Councils deposit account.
4. A letter from the CPRE seeking volunteers and donations.
5. A Discretionary Grant Application from the Scout Group for a grant of £400.00 towards a new trailer. The Clerk explained that in the budget there was no money budget for sect 137 grants. He did say that if the Council were minded to accede to this request he would try and find the funding from underspent budget headings.

The Chairman felt that this should be supported by the Council and was surprised that no budget allocation had been made. She went on to propose that the Council support this application provided that the Clerk could find sufficient funding from underspends. **It was resolved** to do so.

**59-16** **Reports**:

1. **Play Area and Playing Field.** The Clerk reported that the contract had been awarded to cut the hedge around the playing field and to ensure that the ditches were both trimmed and cleared. He had been informed by the contractor that the work would be done by the last week in October.
2. **Village Green and Pond.** The Clerk reported that the rough cut was due to be carried out shortly. The pond had been inspected by the Wild Life Officer and no sign of water voles could be found, also the silt in the pond was not as bad as originally thought and could therefore be left for some time yet. The Clerk went on to say that he would get quotes for repairs to the fence around the front of the pond with a view for it to be repaired or renewed this year.

The Clerk went on to say that it was hoped the removal of the tree stumps from the Kingfisher Pond would take place within the next two weeks.

1. **Condition of Village Ditch/Drain Network.** Cllr Bird – Lead Councillor – said that he was very pleased with the amount and quality of the work that had been carried out WSCC on the culverts. However, he was warned that regardless of the culvert state if the ditches at either end of the culverts were not looked after then WSCC would not clear the culvert. There was still work to be done on the Pipers Mead ditch and culvert but it seemed that the residents were not prepared as riparian owners to help themselves.

A resident had contacted the Council with concerns at the development of the Rowan Nursery and the rather strange structure build up to the bungalow that was due to be demolished. Cllr Bird said that he would investigate and respond directly to the residents.

1. **Police and Neighbourhood Watch.**  There was some concern as to the validity of this agenda item and should it be included. The Clerk said that he would remove the item if there was not a valid Neighbourhood Watch group in Birdham.
2. **Communication Working Groups.**  The Group are in the process of trying to find a mutually agreeable date to meet.
3. **Community Resilience.** Cllr Firmston – Lead Councillor – said that a recent exercise had been carried out using the plan. It was a very useful way of proving the plan which in this case suggested that the plan needed updating and implemented.
4. **Other –** There was nothing to report.

**60-16 Planning matters including applications and CDC delegated decisions:**

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

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.

The Parish Council raises **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.

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

BI/16/03138/DOM - Mr & Mrs Morelli 11 Greenacres Birdham PO20 7HL

Single storey extensions to east, west and south elevations and a two storey extension to the east and south elevations.

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

BI/16/02743/FUL - Land North Of Birdham Pool, the Causeway, Birdham, West Sussex

Engineering operation including dredging of high spots of silt within the new marina basin

extension area (granted under 13/00316/FUL and Appeal APP/L3815/A/14/2226737) and deposit dredged silt behind new revetment, levelled to just above water level to create new wetland area.

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/16/00527/FUL Mr C Sharpe Bell Inn Bell Lane Birdham West Sussex PO20 7HY Renovation and extension of existing public house to improve existing restaurant and bar areas including the provision of tourist accommodation. Construction of 3 no. detached dwellings and associated works within the grounds of the Bell Inn. **REFUSE.**

BI/16/00528/COU Mr C Sharpe Bell Inn Bell Lane Birdham West Sussex PO20 7HY Change of use of Public House (A4) to 1 no. dwelling (C3). **PERMIT**

BI/16/02034/FUL Birdham Pool Limited Birdham Shipyard Court Barn Lane Birdham Refurbishment to building 5 and alterations to parking layout. **PERMIT**

BI/16/02608/TPA Mr Peter Baichelor 25 Walwyn Close Birdham

Crown reduce eastern sector by 1.5m (back to previous pruning points) and remove 1 no. limb facing east (25cm in diameter) on 1 no. Oak tree (quoted as T1) (TPO'd nos. T7). Crown reduce eastern sector by 1m (back to previous pruning points) and remove 1 no. limb facing north (20cm in diameter) on 1 no. Oak tree (quoted as T2) (TPO'd nos. T8). Both trees subject to BI/97/00037/TPO. **PERMIT**

BI/16/01124/FUL MCC Planning Land To The Rear Of Sarnia Main Road Birdham

 Construction of 4 no. 3 bed dwellings. **PERMIT WITH S106**

**The delegated decisions were noted.**

**61-16 Reports of meetings attended by Councillors -**  There was nothing to report.

**62-16 Items for inclusion on the next agenda:**

**63-16 Date of Next Meeting:**

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

**21st November 2016 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.30pm

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

 Chairman

**Annex a.**

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|  |  |  | **Birdham Parish Council** |  |
|  |  |  |  |  |  |  |
| **Financial Statement as at 17th October 2016** |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 31st March 2016 |  |  | 89612.51 |
| Receipts to date |  |  |  |  | 60319.78 |
| Expenditure to date |  |  |  |  | 74760.40 |
|  |  |  |  | **Balance** |  | **75171.89** |
| **Represented by;** |  |  |  |  |  |
| Current Account (Barclays Community A/c) |  | 8037.22 |
| Deposit Account (Barclays Premium Business A/c) |  | 60272.78 |
| National Savings |  |  |  |  | 6861.89 |
|  |  |  |  | **Total** |  | **75171.89** |
| **Less** |  |  |  |  |  |  |
| Reserve @ 50% of Precept |  |  |  | 21063.13 |
| Loan Reserve for half year |  |  |  | 8591.04 |
| Outstanding Cheque/s - | 102271 |  |  | 20.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **29674.17** |
| **Ringfenced Funds** |  |  |  |  |  |
| Op Watershed  |  |  |  |  | 6275.85 |
| NHB |  |  |  |  |  | 2042.05 |
| Culvert Maintenance |  |  |  |  | 2500.00 |
| Catchement pond improvement fund |  |  | 2500.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **13317.90** |
|  |  |  |  |  |  |  |
| **Available Funds** |  |  | **Total** |  | **32179.82** |
|  | dsiggssig.bmp

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|  |  |  |  |  |  |  |
| **Signed** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Clerk to the Council** |  |  |  |  |
|  | **17th October 2016** |  |  |  |  |
|  |  |  |  |  |  |  |
| **Payments to be considered** |  |  |  |  |
|  |  |  |  |  |  |  |
| B Geary (Litter Picking) |  |  |  | 70.00 |
| Clerks Expenses (Telephone/wreath) |  |  | 75.60 |
| SSALC Ltd (Chairmaship Training) |  |  | 66.00 |
| MH Kennedy (Grass cutting - playing field) |  | 399.96 |
| Access-by Design Websites Ltd (Web Hosting) |  | 144.00 |
| SSE (Lighting Electricity) |  |  |  | 198.41 |
|  |  |  |  | **Total** |  | **953.97** |