**Birdham Parish Council**

**Minutes of the**

**Annual Meeting of the Parish Council**

**held on Monday 15th May 2017**

**at 7pm in Birdham Village Hall**

**Present**: Cllrs Pocock (Chairman), Hamilton (Vice Chairman), Bird, Firmston, Campbell and Richardson.

**Apologies**: Cllrs Bird, Churchill, Wells and Cllr Montyn (WSCC),

**In attendance**: The Clerk, Cllr Barrett (CDC) and 17 members of the public.

**1-17 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.

**2-17 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.

**3-17 Public Question time in accordance with Standing Orders 1d -1l:**

There were none

**4-17 Declaration of Interests:**

There were none.

**5-17 Approve and sign the minutes of the 10th April 2017:**

**It was resolved** to adopt the minutes of the 10th April 2017 as a true and accurate record of the meeting.

**6-17 Planning matters including applications and CDC delegated decisions:**

1. Planning Applications to be decided.

BI/17/00952/DOM - Mr J Worrall Orchard Cottage Church Lane Birdham

Proposed alterations and extension of garage to include cycle store and storage loft above.

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

BI/17/01105/ELD - Mr P Knappett Kellys Farm Bell Lane Birdham Chichester

Occupation of dwelling.

The Parish Council is not in a position to either prove or disprove the evidence provided and must, therefore, offer no comments.

BI/17/01163/PLD - Mrs Sarah Poulter Field North West Of The Saltings Crooked Lane Birdham

To establish that planning permission (ref: BI/16/01809/FUL) was lawfully implemented on or before 29 November 2016 by the carrying out of material operations and, therefore, the development permitted by the planning permission can be lawfully carried out, pursuant to that permission, after 29 November 2016.

Birdham Parish Council wishes to Object to this application.

The applicants have failed in their attempts to fully comply with condition 6 in that no groundwater monitoring of the site has taken place, and condition 10 which calls for a scheme to ensure that all existing trees and shrubs to be retained on site (in accordance with condition 8) have been submitted to and approved by the Local Planning Authority.

What pegging out and fence work that was carried out pokes a stick at the 'commencement of work' and was conceivably done via trespass and certainly reported damage to third party property with pegs being inserted on and into an adjoining neighbours property.

A failure to indicate that any agreement has been reached on how it is proposed that building work can possibly commence when the track is not in the ownership of the developer and is too narrow to be used for any form of delivery transport.

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

1. Delegated Decisions to be noted.

BI/17/00515/DOM Mr And Mrs Kane And Iwa Pirie Navarre Lodge Westlands Lane Birdham

New single storey garage, barn and courtyard. **PERMIT**

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. **PERMIT**

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. **PERMIT WITH S106**

BI/17/00494/LBC Mr & Mrs Wheeler Hammonds Farm Westlands Lane Birdham

Amendment to application 14/03009/LBC to replace a permitted roof light with a dormer window. **PERMIT**

**7-17 to appoint members to serve on outside bodies:**

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

**8-17 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

**9-17 Clerks’ Report:**

1. **WSCC** – There was nothing to report.
2. **CDC** – There was nothing to report.
3. **Reports from Members of WSCC/CDC –** Cllr Hamilton, in her capacity as **a** member of CDC, spoke about the exciting archaeological find of a Roman house in Priory Park and the opportunities to visit the site by members of the public.

Cllr Hamilton went on to remind everyone that the WSCC community recycling centre was once again free for householder’s disposing of household DIY waste, but items such as tyres would still attract a small charge for their disposal.

The Initiatives Magazine published by the CDC was being well received and now had some £9k worth of advertising within its pages which meant that the magazine was costing approximately £0.03p per copy to print and deliver.

‘Fly tipping’ was on the increase however, so was the detection and prosecution rate with some very large fines being levelled at those found guilty.

1. **Other related matters –** There was nothing to report.

**10-17 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 15th May 2017 shown at Annex b. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank | £ 96277.27 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 27211.81 |
| Available Funds | £ 32701.07 |
| Creditors | £ 6710.22 |

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

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

1. **To determine an application for the 2017 New Homes Bonus (NHB)**

It was agreed that the Chairman’s suggestion that a meeting should be held on the 7th June for Councillors to discuss project ideas to bring forward to the next meeting of the Parish Council.

1. **To sign section 1 Annual Governance Statement of the Annual Return**

**It was resolved** to authorise the Chairman and the Clerk to sign section 1 of the Annual Governance Statement of the Annual Return.

**iv) To sign section 2 Accounting Statements of the Annual Return**

**It was resolved** to authorise the Chairman and the Clerk to sign section 2 of the Accounts Statements of the Annual Return.

**11-17 Correspondence – Not previously circulated: -**

There was none.

**12-17** **Reports**:

1. **Play Area and Playing Field**. – The Clerk reported both the goal posts on the recreation field had been vandalised. He requested permission to both remove the old posts and to erect one or two new goal mouths at a supply cost of £570.00 each plus VAT and delivery. The cost to come from the budgeted goal mouth improvement amount of £500.00 with the balance being vired from the reserves. The Clerk went on to suggest that a basketball hoop could be installed instead of one goal mouth.

When put to the vote **it was resolved** to authorise the Clerk to proceed with one goal mouth replacement only.

1. **Village Green and Pond. –** There was nothing to report.
2. **Condition of Village Ditch/Drain Network.** – There was nothing further to report at this meeting.
3. **Communication Working Groups** – There was nothing to report.
4. **Community Resilience: -** There was nothing to report.
5. **Other –** There was nothing to report.

**13-17 Reports of meetings attended by Councillors; -** There was none.

**14-17 Items for inclusion on the next agenda:** There were none

**15-17 Date of Next Meeting:**

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

**19th June 2017 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.10pm

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

Chairman

**Annex a.**

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|  | **logo1**  **Birdham Parish Council**  28 Langdale Avenue, Chichester, West Sussex, PO19 8JQ  Tel : 01243 790402  Email : [clerk@birdhamparishcouncil.org.uk](mailto: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 15th May 2017 |
| CDALC | All Councillors |
| Village Hall Trust | Cllr Bird  Cllr Richardson  Cllr Churchill  Cllr Campbell |
|  |  |
| Peninsula Forum | All Councillors |

**Membership of Committees/Working Groups**

|  |  |
| --- | --- |
| Committee/Group | With Effect From 16th May 2016 |
| Play Park & Playing Field | Cllr Churchill  Cllr Richardson |
| Staffing Committee | Cllr Campbell  Cllr Hamilton  Cllr Firmston |
| Communications Working Group | All Councillors |
| Planning Committee | All Councillors |
| Resilience/Emergency Planning | Cllr Firmston  Cllr Campbell  Cllr Bird  Cllr Hamilton  Cllr Pocock  Mr Guy Barton |

**Annex b.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | **Birdham Parish Council** | | | |  |
| **Financial Statement as at 15th May 2017** | | | | | |  |  |  |
|  |  |  | |  | |  |  | £ |
| Bank Accounts as at 1st April 2017 | | | | | |  |  | 77557.83 |
| Receipts to date | |  | |  | |  |  | 26453.12 |
| Expenditure to date | |  | |  | |  |  | 7733.68 |
|  |  |  | |  | | **Balance** |  | **96277.27** |
| **Represented by;** | |  | |  | |  |  |  |
| Current Account (Barclays Community A/c) | | | | | | |  | 29093.97 |
| Deposit Account (Barclays Premium Business A/c) | | | | | | |  | 60280.18 |
| National Savings | |  | |  | |  |  | 6903.12 |
|  |  |  | |  | | **Total** |  | **96277.27** |
| **Less** |  |  | |  | |  |  |  |
| Reserve @ 50% of Precept | | | |  | |  |  | 21063.13 |
| Loan Reserve for half year | | | |  | |  |  | 8591.04 |
| Outstanding Cheque/s - | | | |  | |  |  |  |
|  |  | |  |  | | **Total** |  | **29654.17** |
| **Ringfenced Funds** | | |  |  | |  |  |  |
| Op Watershed | | |  |  | |  |  | 1622.85 |
| NHB |  | |  |  | |  |  | 20088.96 |
| Culvert Maintenance | | |  |  | |  |  | 2500.00 |
| Catchment pond improvement fund | | | | | |  |  | 3000.00 |
|  |  |  | |  | |  |  |  |
|  |  |  | |  | | **Total** |  | **27211.81** |
|  |  |  | |  | |  |  |  |
| **Available Funds** | |  | |  | | **Total** |  | **32701.07** |
|  |  |  | |  | |  |  |  |
|  |  |  | |  | |  |  |  |
| **Signed** | David J Siggs | | | | |  |  |  |
|  |  |  | | |  |  |  |  |
|  | **Clerk to the Council** | | | |  |  |  |  |
|  | **15th May 2017** | | | |  |  |  |  |
|  |  |  | | |  |  |  |  |
| **Payments to be considered** | | | | |  |  |  |  |
|  |  |  | | |  |  |  |  |
| B Geary (Litter Picking) | | | | |  |  |  | 70.00 |
| Clerks Expenses (Telephone, postage & print) | | | | | | |  | 284.72 |
| M H Kennedy & Son (Grass cutting) | | | | | |  |  | 174.60 |
| CDC (Peninsula Partnership) | | | |  | |  |  | 438.00 |
| M Thomas (Chairs VAT Only) | | | |  | |  |  | 256.50 |
| A Dover (Grass/bus shelters) | | | |  | |  |  | 80.00 |
| Shelutions Ltd (Bus Shelter) | | | |  | |  |  | 4674.00 |
| Airs (Membership) | |  | |  | |  |  | 10.00 |
| Salix (Coir Mats) | |  | |  | |  |  | 722.40 |
|  |  |  | |  | | **Total** |  | **6710.22** |