**Birdham Parish Council**

**Minutes of the Meeting of the Parish Council**

 **held on Monday 18th September 2017**

**at 7pm in Birdham Village Hall**

**Present**: Cllrs Churchill, Richardson, Firmston and Campbell.

**Apologies**: Cllrs Pocock (Chairman), Hamilton (Vice Chairman), Bird, Wells and Cllr Barrett (CDC).

**In attendance**: The Clerk, and Cllr Montyn (WSCC) and 9 members of the public.

**38-17 Election of Chairman for the Meeting**

In the absence of the Chairman and Vice Chairman on holiday Cllr Firmston was elected as Chairman for the meeting

**39-17 Declaration of Interests:**

 There were none.

**40-17 Approve and sign the minutes of the 17th July 2017:**

**It was resolved** to adopt the minutes of the 17th July 2017 as a true and accurate record of the meeting.

**41-17 Public Question time in accordance with Standing Orders 1d -1l:**

A resident queried the planning decision made for Rowan Nurseries (BI/13/00284/FUL – Permit and BI/16/03343/FUL – Withdrawn and BI/17/00316/FUL – Pending) and demanded to know why various elements of the Neighbourhood Plan had not been used and argued that the Parish Council should involve the Secretary of State (SoS) in attempting to reverse the original decision made by the Planning Authority. He then went on to make other demands of the members of the Parish Council which were not forthcoming. He left the meeting shortly thereafter.

**42-17 Planning matters including applications and CDC delegated decisions:**

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

BI/17/02367/DOM - Mr M Bayfield Pipkins Crooked Lane Birdham Chichester

Timber double garage.

Birdham Parish Council raises **No Objection** to this application but, would request that a condition is imposed ensuring that the hedge is maintained at a height to mitigate the impact on its neighbours.

BI/17/02099/FUL - Ms Vanessa Branson Lippering Farm Birdham Road Birdham Chichester

Refurbishment and alterations of existing barn.

This application was **withdrawn.**

BI/17/02469/DOM - Mrs P Beale Apple Tree Cottage Cherry Lane Birdham Chichester

Re-submission of BI/15/03512/DOM for rear single storey extension and rear dormer projection in new position.

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

BI/17/02454/DOM - Mr & Mrs Fender Tangly 2 Burlow Close Birdham PO20 7ES

Enlargement of dormer and cladding to the front elevation.

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

BI/17/02604/PLD - Mr & Mrs Davis Freiston 3 Burlow Close Birdham

Construction of single storey rear extension.

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

BI/17/02329/FUL – Mr M Boyle The Boat House, Units 4 And 6, Building D, Chichester Marina,

Addition of a pergola covering part of the external terrace.

The use of the word Pergola in this application is somewhat misleading. The dictionary definition is " latticework structure for climbing plants, 1670s, from Italian pergola, from Latin pergula "school, lecture room; projecting roof, vine arbor." The application seems to be describing an awning like structure rather than a Pergola. That said the Parish Council raised **No Objection** to the application provided that the materials used conform to the published guidelines of the Harbour Conservancy.

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

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

BI/17/01341/FUL Mr Splude Cabinteely Bell Lane Birdham

Demolition of existing dwelling and construction of 1 no. dwelling, shed and bike store. **PERMIT**

BI/17/01495/DOM Somerley Construction Ltd Glen Iris Bell Lane Birdham

 New elevation materials, new windows and redesigned front porch. **PERMIT**

BI/16/02743/FUL Birdham Pool Ltd Land North Of Birdham Pool The Causeway Birdham

 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. **PERMIT**

BI/17/01853/TPA Mr Justin Goodwin Oakdean 114A Crooked Lane Birdham

Crown reduction by 30% (2m) and removal of dead wood on 1 no. Oak (T1) tree, subject to 69/00009/TPO. **PERMIT**

BI/17/00637/DOM Mr Graham Whitney Mill House Farm Sidlesham Lane Birdham

Extend existing stable/outbuilding to form workshop. **PERMIT**

BI/17/00638/LBC Mr Graham Whitney Mill House Farm Sidlesham Lane Birdham

Extend existing stable/outbuilding to form workshop. **PERMIT**

BI/17/01408/DOM Ms Amanda Hancock Highkettle 8 Oakmeadow Birdham

Change to external materials and two storey side extension. **PERMIT**

BI/17/01944/DOM Mr D Buxton The Hornpipe 5 Oakmeadow Birdham

Single storey rear extension. **PERMIT**

BI/17/01942/FUL Mr Ben Slatter Fairways Westlands Estate Birdham PO20 7HJ

Demolition of dwelling and ancillary buildings, construction of 1 no. 5 bed house, annexe and associated landscaping. **PERMIT**

**43-17 Clerks’ Report:**

1. **WSCC** – There was nothing to report.
2. **CDC** – The Clerk reported that he had received a copy of an Enforcement Notice – BI/33 – in respect of Land at Little Oak Farm
3. **Reports from Members of WSCC/CDC –** Cllr Montyn (WSCC) reminded everyone about the new winter opening times for the Community Tip of 10:00am until 5:00pm.

He went on to say that he had discovered that the stop/go boards that had been deployed over one of the busiest weekends of the year had been used by BT carrying out ‘emergency work’ on the sunken man hole covers on the Birdham Straight. It was stopped by the Highways department of WSCC and the works were lifted however there are still a number of covers still yet to be repaired.

In apologising for his absence Cllr Barrett had submitted a written report that can be found at Annex a. to these minutes.

1. **Other related matters –**

**44-17 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 18th September 2017 shown at Annex b. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank | £ 77557.83 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 14123.00 |
| Available Funds | £ 38276.07 |
| Creditors | £ 2208.10 |

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

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

1. **To change the date of the December meeting from the 18th December to the 11th December.**

The request for the change was made by the Clerk and supported by the Chairman. In the first instance to enable the budget and precept to be submitted to CDC in good time and in the second instance to allow the Clerk to proceed on a much need holiday break.

**It was resolved** to change the date of the December meeting to the 11th of December 2017.

1. **To determine the use of the land to the south of Birdham Straight House.**

The Clerk reported that this subject had been discussed a number of times and had been deferred. However, he felt that now was the time to make a determination of some sort in order that financial planning might be put in place, should it be needed, and the land put to good use.

A brief discussion took place but came down to deferring the decision subject to a survey being carried out to determine if residents had an idea that might be worth pursuing. It was agreed that an item should be carried in the next Parish Newsletter.

1. **To authorise the Clerk to apply for S106 money to be spent on play equipment.**

The Clerk suggested that the one item missing from the new equipment to be installed in the play park was a larger slide with equipment for older children. If authorisation was granted it was hoped that funding up to £11k could be made available from sect 106 monies held by the CDC.

**It was resolved** to authorise the Clerk to proceed with his suggestion.

1. **To authorise the Clerk to apply for S106 money to be spent on goal mouth/s destroyed by vandalism.**

The Clerk said that whilst permission had previously been granted to purchase one new goal mouth and carry out ground works in the goal area, the vandalism that had taken place meant that the clearance costs were more than had been budgeted for. He had suggested that sect 106 monies from the CDC could perhaps cover this shortfall. In circulating the information to Councillors it had become apparent that perhaps a re-think of the football provision should take place.

It was accepted that the existing ‘pitch’ was unplayable and that the likelihood of an adult ‘Birdham Team’ was remote but, there was a possibility of a ‘children’s/youth team’, in which case a smaller pitch orientated differently should perhaps be considered.

It was felt that the various ideas needed further work and should be included in the next newsletter to gauge the opinions of residents and potential users.

1. **To note the comments of the External Auditor – PKF Littlejohn LLP – on the Parish accounts.**

The Clerk reported that the External Auditor – PKF Littlejohn LLP – had given the Council accounts and administration a clean bill of health. This would be the last time that Littlejohn would be the Auditor for Birdham as the contracts for Sussex had been awarded to another firm. The process would remain the same only the name would change.

The Chairman proposed a vote of thanks to the Clerk for achieving a successful and difficult outcome. **It was so resolved.**

**45-17 Correspondence – Not previously circulated: -**

1. Copies of the CPRE Magazine were tabled and collected by the meeting Chairman.
2. An invitation to the AGM of the WSALC on the 4th October 2017
3. An invitation to the AGM and conference of the Action in Rural Sussex

**46-17** **Reports**:

1. **Play Area and Playing Field**. – The Clerk reported that he had been informed that the installation of the new play equipment would now start on Monday the 25th September but, would still be completed by the 29th September as required under the agreement of the New Homes Bonus (NHB).
2. **Village Green and Pond. –** There was nothing to report. However, a resident suggested that the trees may be in need of some attention. The Clerk responded that he would get the Councils Tree Surgeon to give a report on the trees that are the responsibility of the Parish Council both on the village green and the land bequest.
3. **Condition of Village Ditch/Drain Network.** – There was nothing to report at this time.
4. **Communication Working Groups** – It was reported that there will be an Autumn Newsletter which will containing information relating to the land bequest, the football goalmouths and the new play equipment.
5. **Community Resilience: -** At a recent meeting of CDC Councillors the plan put forward by Birdham was seen as functional and ready.
6. **Other –** The question of dog fouling was raised and questions asked why there was a lot in the village, including within the Church Yard, and could anything be done to resolve it.

**47-17 Reports of meetings attended by Councillors; -**

Cllr Firmston said that he had attended the last meeting of the Peninsula Forum where a number of presentations were made of interest to Birdham.

**The FLOW Project Manager** – Jane Reeve – had said that assessments of ground water levels either had been made or were in the process of being completed across nine Parishes on the Peninsula. West Wittering identified thirty one sites that required attention where improvements to drainage could be made as well as help for wildlife.

**Police** – CI Justin Birkinshire – explained the differences to the format of the PCSO role and the use to which they would put. Currently in the Chichester and Arun District there are 27 PCSO’s and 100 full time PC’s. Officers are used in or on a specific operation to benefit the local area. They will not be assigned a ‘parish’ as previously.

He went on to say that that there is now a resolution call centre which determines the threat and the risk of harm.

Apparently modern slavery is still very much a problem and is happening all over the country including Chichester.

**SALC** – Ruth Leggo – spoke about Health and Wellbeing in the community.

Various other speakers spoke about the recycling centre at Westhampnet where the contract is up for renewal. The A27 and planning enforcement.

**48-17 Items for inclusion on the next agenda:**

Health and Wellbeing – (Cllr Churchill to provide a paper to all members of the Council including the Clerk.)

**49-17 Date of Next Meeting:**

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

**16th October 2017 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 9.55pm

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

 Chairman

**Annex a.**

**Council Matters Arising during current period – September 2017**

**Member’s Bulletin**

I hope this has been useful and if you have any issues arising from it please let me or Elizabeth know.

**Youth Club**

Work is making good progress but there have been reports of vandalism on the site.

**Birdham Road Travellers Site**

Report from CDC Legal and Democratic Services Manager

*The Parish will remember that there is no Injunction covering the site, though the papers were lodged and could be used if needed. The injunction application was “held” following the parties giving sworn undertakings to the Court (from those persons in occupation of the land) The undertakings promised not to carry out certain works and these undertakings are binding until trial or further Order of the Court. Breach of those undertakings would be subject to potential imprisonment so is considered to be sufficiently strong pending the progress of the “normal” planning controls and planning application consideration by the Council and the Planning Inspector.*

*The first Planning Inspector decision has been issued and found in the Council’s favour. The result is that the occupiers of the land will need to cease use of the land and restore it to its original condition. The Council will continue to prioritise the monitoring of the site and will continue to use available legal tools in order to ensure that the requirements are followed through – but this will not be immediate as the Inspector has given a year to achieve the move.*

*Further decisions are awaited and information on these will be circulated as they come from the Inspectorate but the logic and depth of the first decision is positive from the perspective of protecting the area. Again, the Council and interested parties continue to ensure that the need to protect the area is argued as strongly as possible.*

*In light of the appeal decision it is not considered expedient to take further court action at this time pending compliance with the appeal decision and the extant notices although of course options will be considered regularly against progress through the year.*

**A27**

Overall progress is being made at the Workshop and a further session is planned for this month.

**Southern Gateway Consultation**

Consultation now closed with 67 responses.

**Local Plan**

Consultation now closed with 249 responses.

**Enforcement Issues**

A successful meeting was held between the West Wittering Ward Parishes and CDC Enforcement Manager. Each open Issue was addressed with actions now to be taken. CDC will advise the Parishes on a Quarterly basis the status of the open Enforcement Issues.

**Annex b**

|  |  |  |  |  |  |
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|  |  |  |  |  | Agenda Item 6i |
|  |  |  | **Birdham Parish Council** |  |
|  |  |  |  |  |  |  |
| **Financial Statement as at 18th September 2017** |  |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 1st April 2017 |  |  |  | 77557.83 |
| Receipts to date |  |  |  |  | 49381.12 |
| Expenditure to date |  |  |  |  | 42677.61 |
|  |  |  |  | **Balance** |  | **84261.34** |
| **Represented by;** |  |  |  |  |  |
| Current Account (Barclays Community A/c) |  |  | 37078.04 |
| Deposit Account (Barclays Premium Business A/c) |  | 40280.18 |
| National Savings |  |  |  |  | 6903.12 |
|  |  |  |  | **Total** |  | **84261.34** |
| **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 |  |  |  |  |  | 7000.15 |
| Culvert Maintenance |  |  |  |  | 2500.00 |
| Catchment pond improvement fund |  |  |  | 3000.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **14123.00** |
|  |  |  |  |  |  |  |
| **Available Funds** |  |  | **Total** |  | **38276.07** |
|  |  |  |  |  |  |  |
| **Signed** | David J Siggs |  |  |  |
|  |  |  |  |  |  |  |
|  | **Clerk to the Council** |  |  |  |  |
|  | **18th September 2017** |  |  |  |  |
|  |  |  |  |  |  |  |
| **Payments to be considered** |  |  |  |  |
| B Geary (Litter Picking) |  |  |  |  | 70.00 |
| Clerks Expenses (Telephone, postage etc) |  |  | 73.98 |
| M H Kennedy & Son (Grass cutting) |  |  |  | 525.60 |
| A Dover (Grass/bus shelters) |  |  |  | 110.00 |
| PKF Littlejohn (Audit) |  |  |  |  | 360.00 |
| ICO (Data Protection Registration) |  |  |  | 35.00 |
| Came & Company (Parish Insurance) |  |  |  | 997.52 |
| CPRE (Membership renewal) |  |  |  | 36.00 |
|  |  |  |  | **Total** |  | **2208.10** |