**Birdham Parish Council**

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

 **held on Monday 16th April 2018**

**at 7pm in Birdham Village Hall**

**Present**: Cllrs Pocock (Chairman), Churchill, Richardson, Campbell and Firmston.

**Apologies**: Cllrs Hamilton (Vice Chairman), Wells, Bird and Cllr Montyn (WSCC).

**In attendance**: The Clerk, Cllr Barrett (CDC) and 6 members of the public.

**115-17 Declaration of Interests:**

There were none.

**116-17 Approve and sign the minutes of the 19th March 2018:**

**It was resolved** to adopt the minutes of the 19th March 2018 as a true and accurate record of the meeting.

**117-17 Public Question time in accordance with Standing Orders 1d -1l:**

There were none.

**118-17 Planning matters including applications and CDC delegated decisions:**

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

BI/18/00497/FUL – Jones & Cam Birdham Business Park, Birdham Road

Change of use of site to sui generis storage use for the siting of 36 self-storage units

including new palisade fence to boundary's.

The Parish Council **Objects** to this application on the grounds of vehicle and personal safety.

The Parish Council is not convinced that sufficient space for private vehicles and commercial HGV

vehicles exists within the cramped space. Not only does this introduce a hazard into an industrial area but it also increases the risk of accidents on the busy A286 (Birdham Road) as vehicles attempt to cross the line of traffic from the south.

In addition The Parish Council considers the application has a detrimental impact on the AONB.

BI/18/00533/FUL – Ms V Branson Lippering Farm , Birdham Road, Birdham

Refurbishment and alterations of existing barn.

The Parish Council have **No Objection** to this application but would request that conditions are

imposed to prevent any further conversion to a habitable dwelling and prevention of the building

being sold independently of the main dwelling.

BI/18/00849/TPA - Mr Ben Tidey Locks End House Lock Lane Birdham

Fell 19 no. Lombardy Poplar trees on the northern boundary (T1, T2, T6, T7, T9-T11, T14, T17, T19, T21, T22, T25, T28, T30-T35). All 19 no. trees within Group G subject to BI/98/00035/TPO

The Parish Council is content with the decision of the CDC Tree Officer but would request that if

possible a phased felling is carried out and the replanting is carried out with trees of a similar type

and of a reasonable size.

BI/18/00895/DOM **–** Mr & Mrs R PhillipsHundred Steddles House, Hundredsteddle Lane

Erection of garden store/garage. Alternative to permission BI/14/00036/DOM.

The Parish Council have **No Objection** to this application but would request that conditions are

imposed to prevent any further conversion to a habitable dwelling and prevention of the building

being sold independently of the main dwelling.

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

**Delegated Decisions to be noted.**

BI/17/03346/FUL Mr Dawson Parker Birdham Pre-School The Early Years Lodge Crooked Lane

Extension of existing play area by 10m to create a new playground area consisting of artificial grass and play equipment. **PERMIT**

BI/18/00236/LBC Mr & Mrs Wright Fir Trees Shipton Green Lane West Itchenor

Restoration of original staircase and alterations to roof. **REFUSE**

BI/18/00270/DOM Mr C Bush Shalford Lock Lane Birdham

Replacement detached domestic garage. **PERMIT**

BI/18/00382/DOM Mr & Mrs Simmons Broomers Barn Lock Lane Birdham Proposal for single storey rear and side extension. **PERMIT**

**119-17 Clerks’ Report:**

1. **WSCC** – The Clerk had received notification from WSCC concerning the Bus Strategy Consultation. Councillors and residents are urged to go online to [www.westsussex.gov.uk/buses](http://www.westsussex.gov.uk/buses) and have their say prior to the conclusion of the consultation period which is the 6th June 2018.
2. **CDC** – The Clerk reported that he had received a draft copy of the Community Facility Audit from CDC and asked that all Councillors read the report making any alterations they felt necessary and return the form to him in order that he could collate and return the amended document to CDC by the 21st May 2018.

In addition the Clerk had received, and given to each Councillor present, a concise list of the Section 106 monies that are available to Birdham.

The Clerk went on to introduce the Statement of Community Involvement which had been updated with effect from January 2018 and would be on the Parish Council website under Planning.

1. **Reports from Members of WSCC/CDC –** Cllr Barrett (CDC) said that the results of the A27 survey which had been carried out was so successful with a large number responding that the results would be delayed but will be published as soon as practically possible.

The new Community Centre in Wittering has finally been completed and handed over.

CDC are aware of the additional work carried out and caravans that have been installed on the Birdham Farm site and have acknowledged the risk that eviction is likely to have on the due date.

1. **Other related matters –** The Chairman reported that the appeal by Mr & Mrs Knappett had been delayed and now will take place on the 2nd October 2018 at The Vicars Hall in Chichester commencing at 10:00am.

**120-17 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 16th April 2018 shown at Annex a. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank as at 1st April 2017 | £ 36935.28 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 14500.00 |
| Available Funds | £ 24078.98 |
| Creditors |  £ 1390.68 |

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

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

1. **To consider appointing an external Data Protection Office (DPO).**

The Clerk had previously spoken of the requirement to operate under the GDPR Regulations of 2018 which require the appointment of a DPO. Initially it was thought the Clerk could be appointed but a recommendation by both NALC and SALC indicated that this would not be a desirable outcome.

That being the case the Clerk had looked at various companies who offered the provision of an external DPO who could operate across a number of Council thus reducing the cost.

Three such companies had been recommended but only one of the three was able to take on new clients. In all cases the various companies had quoted £150.00 per year plus VAT.

The Clerk recommended that the Council appoint Satswana as the external Data Protection Officer (DPO) at a cost of £150.00 per year plus VAT for a period of 1 year to be reviewed at the end of the first year.

There was a brief debate on the subject which concluded that the Clerks recommendation should be adopted in full. When put to the vote **it was resolved** that the Clerks recommendation should be adopted.

1. **To consider extending the period of absence to a Councillor suffering from health complications.**

It has been noted that one Councillor has been absent, approaching six months, through health complications and should this continue the Councillor would be declared as vacating his role. As it was known that he wished to continue as a Councillor **it was resolved** to allow a further period of absence.

**121-17 Correspondence – Not previously circulated: -**

The following magazines had been received and offered for circulation; - Local Council Revue, CPRE Field Work and Countryside Voice.

In addition an email had been received from a resident putting forward an idea for the land bequest.

**122-17** **Reports**:

1. **Play Area and Playing Field**. – The Clerk reminded Council of the Tree Condition inspection that had been carried out by Chichester Tree Services. There had been one or two minor recommendations which over the course of years would be looked at. However the major concern was the eleven Leylandii trees on the land bequest which were considered to be dangerous and therefore should be removed. A estimate had been submitted which suggested the trees would be felled and all arisings removed from the site for the sum of £5000.00. The Clerk said that major problem was finance; no budget had been included for this work. He therefore suggested that as the work was considered to be of an urgent nature that funding should be diverted from the ring-fenced fencing project or come from the reserves. **It was resolved** the work should be done and that payment should in the first instance come from the ring-fenced funding.
2. **Village Green and Pond and Condition of Village Ditch/Drain Network.** – The Chairman reported that culvert cleaning and further ditch work had been carried out by WSCC so successfully that the village pond was virtually dry. The Chairman suggested that to retain water in the pond was essential and asked that a weir be built at the northern end to allow a reasonable depth of water to be built up in the pond.

To complete the work the Clerk was instructed to write to WSCC to determine the likelihood of an Op Watershed grant to resolve the blocked culvert issue by the post box in Crooked Lane.

1. **Communication Working Groups.** – The Spring Newsletter had been completed and most if not all had been delivered.
2. **Community Resilience. –** Cllr Firmston said the Part 1 Training had been carried out on the 26th March and had been successful with 21 participants. He was now in the process of organising Part 2 of the training to take place in June or July.

**123-17 Reports of meetings attended by Councillors; -**

The Chairman said that he would be attending the next meeting of the BABA27 on the Wednesday following this meeting.

 Cllr Richardson said that the two appointees to the Village Hall Trust had attended a meeting of the Trust. He reported that the current Chairman and Secretary would be resigning at the AGM. A review of the Trust Accounts had been completed and submitted to the Charity Commission.

 Discussions were taking place concerning extending the Village Hall and Broadband.

**124-17 Items for inclusion on the next agenda:**

There were none.

**125-17 Date of Next Meeting:**

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

**21st May 2018 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.23pm

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

 Chairman

**Annex a.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Birdham Parish Council** |  |
|  |  |  |  |  |  |  |
| **Financial Statement as at 16th April 2018** |  |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 1st April 2018 |  |  |  | 36935.28 |
| Receipts to date |  |  |  |  | 34201.55 |
| Expenditure to date |  |  |  |  | 1513.00 |
|  |  |  |  | **Balance** |  | **69623.83** |
| **Represented by;** |  |  |  |  |  |
| Current Account (Barclays Community A/c) |  |  | 37415.68 |
| Deposit Account (Barclays Premium Business A/c) |  | 25305.03 |
| National Savings |  |  |  |  | 6903.12 |
|  |  |  |  | **Total** |  | **69623.83** |
| **Less** |  |  |  |  |  |  |
| Reserve @ 50% of Precept |  |  |  |  | 21063.13 |
| Loan Reserve for half year |  |  |  |  | 8591.04 |
| Outstanding Cheque/s - |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **29654.17** |
| **Ringfenced Funds** |  |  |  |  |  |
| Op Watershed  |  |  |  |  |  |
| NHB |  |  |  |  |  |  |
| Culvert Maintenance |  |  |  |  | 2500.00 |
| Catchment pond improvement fund |  |  |  | 4000.00 |
| Adams bequest (Fencing) |  |  |  |  | 8000.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **14500.00** |
|  |  |  |  |  |  |  |
| **Available Funds** |  |  | **Total** |  | **24078.98** |
|  |  |  |  |  |  |  |
| **Signed** | David J Siggs |  |  |  |
|  |  |  |  |  |  |  |
|  | **Clerk to the Council** |  |  |  |  |
|  | **16th April 2018** |  |  |  |  |  |
| **Payments to be considered** |  |  |  |  |
|  |  |  |  |  |  |  |
| B Geary (Litter Picking) |  |  |  |  | 70.00 |
| Clerks Expenses (Telephone, dog signs, newsletter) |  | 125.43 |
| M H Kennedy & Son Ltd (Grass Cutting) |  |  | 58.80 |
| WSALC Limited ( WSALC/NALC Subscriptions) |  |  | 490.45 |
| SSALC Limited (LCR Magazine) |  |  |  | 17.00 |
| CDC (Litter & Dog Bins) |  |  |  |  | 619.00 |
| Action in Rural Sussex (membership) |  |  | 10.00 |
|  |  |  |  | **Total** |  | **1390.68** |