**Birdham Parish Council**

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

 **held on Monday 15th October 2018**

**at 7pm in Birdham Village Hall**

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

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

**In attendance**: The Clerk, Cllr Barrett (CDC) and 5 members of the public.

**51-18 Declaration of Interests:**

1. Cllrs Pocock and Campbell declared Personal Interests in planning application BI/18/02501/DOM in that they lived close to the application site.
2. There were none.

**52-18 Approve and sign the minutes of the 17th September 2018:**

**It was resolved** to adopt the minutes of the 17th September 2018 as a true and accurate record of the meeting.

**53-18 Public Question time from residents of Birdham in accordance with Standing Orders 1d -1l:**

A resident raised the question of speed restrictions throughout the Manhood Peninsula suggesting that the maximum speed limited should be reduced to a consistent 40mph. He went on to suggest that the reduction would be good for the environment and would reduce the number of accidents. He asked if it was possible to get a speaker from WSCC Highways to address the public and council.

**54-18 Planning matters including applications and CDC delegated decisions:**

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

BI/18/02031/FUL - Houseboat Moored Hen Chichester Marina Birdham Chichester

Replacement house boat.

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

BI/18/02501/DOM - Four Winds, Cherry Lane, Birdham

Roof alterations to existing rear extension and enlargement of existing rear dormer projection.

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

BI/18/02597/DOM - Hawkesbury Cottage , Alandale Road, Birdham

Demolition of existing extension and erection of single storey extension.

The Parish Council has **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/18/01163/LBC Fir Trees Shipton Green Lane West Itchenor

Repair and restoration works. **PERMIT.**

BI/18/01444/DOM The Red House Lock Lane Birdham

Change use of loft space to habitable accommodation, roof extension to include dormer and 2 no. rooflights, replacement rear windows and doors on ground and first floors. Alterations to the outbuilding. **PERMIT.**

BI/18/01445/LBC The Red House Lock Lane Birdham

Change use of loft space to habitable accommodation, roof extension to include dormer and 2 no. rooflights, replacement rear windows and doors on ground and first floors. Alterations to the outbuilding. **PERMIT.**

BI/18/02088/TPA 26 Walwyn Close Birdham

Reduce eastern sectors by 2.5m (back to previous wound points), remove epicormic growth and deadwood on 2 no. Oak trees (T5 and T6) subject to BI/97/00037/TPO. **PERMIT.**

BI/18/01972/DOM Field Cottage Westlands Estate Birdham

Proposed outbuilding - car/boat store with ancillary accommodation in loft. Variation of condition 3 of planning permission 18/00230/DOM - cladding detail and additional door and window to east elevation. **PERMIT.**

**55-18 Clerks’ Report:**

1. **WSCC** –
2. **CDC** – The Clerk reported that he had received notification of the withdrawal of enforcement notices BI/35, BI/36 and BI/37 against Land at Plots 12, 13 and 14 Land at North West of Premier Business Park as the breaches had now changed. The Council is now considering the issue of a further notice against each plot alleging a different breach.
3. **Reports from Members of WSCC/CDC –** In apologising for his absence Cllr Montyn said that WSCC were currently working their way through the budgeting process.

Cllr Barrett (CDC) wished to remind everyone that all vans and trailers using the waste disposal sites throughout Sussex now required a free to obtain permit.

He went on to say that the roundabout at the Selsey Tram should have the infrastructure built by 2022. In addition the affordable housing in bands A-C from the Clappers Lane development would now be offered to all villages on the Manhood.

Cllr Hamilton (Chairman of CDC) reported that planners are continuing to work with the developers of the houseboat application plans and possible revisions.

1. **Other related matters –** There were no other related matters to report.

**56-18 Finance and Corporate:**

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

The Clerk apologised to the Council as although the presentation had been printed he had not brought it with all the papers. He said that he would send it out that evening vie email to all Councillors which would need to be adopted at Novembers meeting. In the meantime the current the report is attached at annex a. and balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank as at 1st April 2017 | £ 36967.81 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 9350.00 |
| Available Funds | £ 25006.58 |
| Creditors |  £ 1527.24 |

1. **To receive and adopt the comments made by the Auditor regarding the 2017/18 Audit.**

The Clerk presented the completed audit to the Council which contained no adverse comments from the Auditors and asked for a resolution to reflect the completion of the Audit.

Cllr Firmston proposed the adoption of the Audit and said that a vote of thanks should also be given to the Clerk for a job well done. **The proposal was duly seconded and resolved.**

1. **To receive and comment on the previously submitted draft Chichester Infrastructure Business Plan.**

This item was deferred to allow for further information.

1. **To note the NHB Grant and to authorise the Clerk to sign the contract and carry out the work involved.**

The Clerk reminded the Council of the application for a grant under the NHB to provide new self- closing steel pedestrian and maintenance gates for the children’s play area. He went on to say that a successful application had been made and the Council had been awarded the sum of £4697.75. To receive the monies it was required that the Council accept the conditions contained within the contract supplied. The Clerk then requested that the Council resolve that he be authorised to sign the contract on behalf of the Parish Council and to order the work to be carried out. **The proposal was duly seconded and resolved.**

**57-18 Correspondence – Not previously circulated: -**

A request for funding had been received from 4Sight and also from CPRE. There was no provision in the budget for such donations to be made therefore Councillors felt that a letter should be sent explaining why.

**58-18** **Reports**:

1. **Play Area and Playing Field**. – There was nothing to add at this point.
2. **Village Green and Pond and Condition of Village Ditch/Drain Network.** – Cllr Firmston briefed Councillors on the proposed contract with the MWHG and suggested that the plan to be drawn up to manage the ponds over the three years was worthwhile agreeing to. A management plane for the next three years was in the process of being drawn up and would be presented to Councillors shortly. In the meantime work would start on the Kingfisher Pond on the 24th October. Leaflets had been printed and delivered to encourage residents to take part in their own community and to be kept aware of activities.
3. **Communication Working Groups.** – The Chairman said that he would write a letter for inclusion and was hoped that something would be included from the St James reference the completion of their project. Other subjects would be the ditch clearance and the ponds plus community resilience.
4. **Community Resilience. –** Cllr Firmston said thata quotation had been received for further equipment such as radios and this would be added to the equipment store on receipt.

**59-18 Reports of meetings attended by Councillors; -**

 The Chairman and Cllr Firmston had attended the CDC all Parishes Meeting and it was likely that the next meeting would be in May or June 2019.

 Cllr Richardson had attended the last STOMP Meeting and was disappointed with the scant turnout.

 Cllr Churchill attended a meeting of the NHS Engagement and Equalities Reference Group which is functionally linked to the Sussex & East Surrey Sustainability and Transformation Partnership. The E & EQs. Group has an advisory and scrutiny role in relation to communications and engagement in the ongoing development of the Sustainability and Transformation Plan ( STP) for the Sussex and East Surrey Region. The latter is one of 44 mapped across England by NHS England.

**60-18 Items for inclusion on the next agenda:**

There were none.

**61-18 Date of Next Meeting:**

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

**19th November 2018 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.18pm

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

 Chairman

**Annex a.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Birdham Parish Council** |  |
| **Financial Statement as at 13th October 2018** |  |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 1st April 2018 |  |  |  | 36967.81 |
| Receipts to date |  |  |  |  | 60776.32 |
| Expenditure to date |  |  |  |  | 32206.14 |
|  |  |  |  | **Balance** |  | **65537.99** |
| **Represented by;** |  |  |  |  |  |
| Current Account (Barclays Community A/c) |  |  | 33272.07 |
| Deposit Account (Barclays Premium Business A/c) |  | 25330.27 |
| National Savings |  |  |  |  | 6935.65 |
|  |  |  |  | **Total** |  | **65537.99** |
| **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 |  |  |  |  | 2300.00 |
| Catchment pond improvement fund |  |  |  | 5500.00 |
| Adams bequest (Fencing) |  |  |  |  | 1550.00 |
|  |  |  |  | **Total** |  | **9350.00** |
|  |  |  |  |  |  |  |
| **Available Funds** |  |  | **Total** |  | **25006.58** |
|  |  |  |  |  |  |  |
| **Signed** | David J Siggs |  |  |  |
|  | **Clerk to the Council** |  |  |  |  |
|  | **13th October 2018** |  |  |  |  |
|  |  |  |  |  |  |  |
| **Payments to be considered** |  |  |  |  |
|  |  |  |  |  |  |  |
| B Geary (Litter Picking) |  |  |  |  | 70.00 |
| Clerks Expenses (Telephone, broadband etc) |  |  | 72.35 |
| M H Kennedy & Son Ltd (Grass Cutting) |  |  | 238.80 |
| SSE (Street Lighting) |  |  |  |  | 248.67 |
| Moore Stephens (Auditors) |  |  |  | 408.00 |
| A Dover (Grass & Bus Shelters) |  |  |  | 80.00 |
| Came & Company (Parish Insurance) |  |  |  | 150.93 |
| St James, Birdham (Ref Battles Over) |  |  |  | 250.00 |
| T Firmston (Expenses) |  |  |  |  | 8.49 |
|  |  |  |  | **Total** |  | **1527.24** |