**Birdham Parish Council**

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

**held on Monday 19th November 2018**

**at 7pm in Birdham Village Hall**

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

**Apologies**: Cllrs Bird, Hamilton (Vice Chairman) and Churchill.

**In attendance**: The Clerk, Cllr Montyn (WSCC), Cllr Barrett (CDC) and 3 members of the public.

* 1. **Declaration of Interests:**

There were none.

**63-18 Approve and sign the minutes of the 15th October 2018:**

**It was resolved** to adopt the minutes of the 15th October 2018 as a true and accurate record of the meeting.

**64-18 Public Question time from residents of Birdham in accordance with Standing Orders 1d -1l:**

There were no public questions.

**65-18 Planning matters including appeals, applications and CDC delegated decisions:**

1. **Planning Appeals to be noted.**

The decision of the Planning Inspector appeal ref: APP/L3815/W/17/3182355 Land at Koolbergen, Kellys and Bellfield Nurseries, Bell Lane Birdham which has been dismissed.

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

BI/18/02882/DOM 9 Greenacres Birdham PO20 7HL

[Demolition of existing conservatory on rear elevation and erection of new conservatory at same location.](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PHH41ZERLD300&prevPage=inTray)

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

BI/18/02687/TPA - Nevis Martins Lane Birdham Chichester

Crown reduce by approx. 20% on 1 no. Oak tree (T1) subject to BI/81/00020/TPO.

As is usual the Parish Council refers the decision on tree matters to the CDC Tree Officer.

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

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

BI/18/02049/ADV Birdham Pool, The Causeway, Birdham

1.no. non-illuminated freestanding entrance sign. **PERMIT.**

BI/18/02130/FUL Plot 13 land south west of Premier Business Park Birdham Road.

Resubmission of BI/17/01383/FUL for the retrospective change of use of the land for a single pitch for Gypsy occupation comprising touring caravan, hard standing and provision of static mobile home with facilitating development (hard standing, fencing, oil tank and cess tank). **REFUSE**

BI/18/02204/ELD Kellys Farm Bell Lane Birdham

Erection of a building and use as a dwellinghouse. **REFUSE**

BI/18/01280/FUL Hundredsteddle Farm, Unit 1 Hundredsteddle Lane Birdham

Continuation of use of building for the repair of cars. **PERMIT.**

BI/18/01651/FUL Birdham Pool Marina, The Causeway Birdham

The installation of infrastructure and associated engineering works to accommodate 9 houseboats to be used as holiday homes only. Including the erection of a raised walkway, moorings and associated car parking. **REFUSE.**

BI/18/02286/TPA Pict Fenn, Court Barn Road, Birdham

Fell 6 no Holm Oak trees (Quoted as T2-T5, T7 and T8, TPO’d no. T12-T15,T17 and T19) subject to BI/01/00040/TPO. **PERMIT.**

BI/18/01983/FUL Yendor Farm Hundredsteddle Lane Birdham

Demolition of buildings and replacement with 4no. mobile holiday homes. **REFUSE**

**66-18 Clerks’ Report:**

1. **WSCC** – The Clerk reported that as a result of the question by a resident at the October meeting on speeding which was minuted. WSCC had issued a fairly comprehensive document on the subject. This document has been circulated to all Councillors and is available on the Parish Council website for all to see.
2. **CDC** – a) The Clerk reported that he had received a letter from CDC advising the Parish Council and its residents about the Lets Talk Panel. Anyone can become a member of this panel by logging on to [www.chichester.gov.uk/letstalkpanel](http://www.chichester.gov.uk/letstalkpanel).

b) In addition the Clerk had received a copy of a notice of appeal against the refusal of planning application BI/17/01384/FUL Plot 14 Land to the rear of Premier Business Park.

c) A brief note from CDC gave an outline on the upcoming Draft Local Plan which would be debated by CDC Full Council on the 20th November. If agreed, then the Draft Local Plan would be submitted for public consultation between the 13th December 2018 and the 7th February 2019.

d) An email had been received from the CDC Enforcement Manager in response to a series of questions from a resident concerning the occupation by Gypsies in Birdham Farm. This document is available on the Parish Council website.

1. **Reports from Members of WSCC/CDC –**

Cllr Montyn said that the outline of the letter concerning speeding given by the Clerk was factual but also the nature of the Manhood would make it remarkably difficult to enforce any form of legal speed limit.

Cllr Montyn then went on to state that the County Council was currently working on a budget which was due in February 2019. All non-statutory items were being looked at very closely in order that a balanced budget can be recorded.

He went on to say that questions had been raised at the Manhood Peninsula Forum concerning developments and school placements. He had organised for a WSCC Officer to come to the Forum on the 3rd December to speak on the issue.

Cllr Barrett (CDC) said that a number of developments on the Manhood Peninsula with a surplus of affordable homes if not taken up by residents of villages on the Manhood Peninsula will be offered to other villages, north of the Manhood Peninsula, including the City of Chichester.

In June the Local Plan review brought forward a number of concerns over school places, medical facilities and employment which resulted in a number of questions being put to officers to address. These concerns in the main remain unanswered.

It has now come to light that the roundabout at the Selsey Tram has been brought forward to 2020.

A resident asked why developers were only starting to build when a sale had been made. The answer could be assumed but accuracy of the assumption may be in doubt.

1. **Other related matters –** There are no other matters to discuss.

**67-18 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 18th November 2018 shown at Annex a. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank as at 1st April 2017 | £ 36967.81 |
| Designated Funds | £ 29904.17 |
| Ring Fenced Funds | £ 34350.00 |
| Available Funds | £ 21990.77 |
| Creditors | £ 2112.80 |
|  |  |

The Clerk said that the Council were now in receipt of £25000.00 in Community Infrastructure Levy (CIL) – shown in the ring fenced funds section of the Financial Report. He went to say that if Councillors had any questions he was prepared to take them. As there were no questions it was **resolved to adopt** the financial statement.

1. **To review and decide on the draft Management Agreement between the MWHG and Birdham Parish Council and authorise the Clerk to make the required payment.**

Cllr Firmston said that a draft agreement had been circulated to all Councillors by the Clerk and with some minor amendments concerning the duration of the contract and some uncertainty of the funding it had been agreed. The Clerk had been asked for his advice on the funding aspect and he had said that as the Council had been budgeting for the pond maintenance it would be acceptable for funding to come from this budget.

It was therefore **proposed and resolved** that the agreement between the Parish Council and the MWHG be signed by the Clerk and that funding for the project comes from the Village Green & Pond Maintenance budget.

**68-18 Correspondence – Not previously circulated: -**

Copies of the CPRE Magazines Field Work and Countryside Voice and the NALC copy of Local Council Review had been received and are now with Cllr Firmston and the Chairman respectively.

**69-18** **Reports**:

1. **Play Area and Playing Field**. – Cllr Firmston said that there was now some degree of urgency required for a decision concerning the two ‘bridges’ over the ditches at the eastern end of the playing field and at The eastern end of Farne Lane as the bridge donor needed to get it cleared. He asked how the Council should deal with just the single quote and the financial arrangement. Speaking through the Chairman the Clerk said that as three quotations had been asked for but only one company had responded it was still valid and well within the guidelines of the Councils Financial Regulations. He went on to say that provided members were prepared to pass a resolution of virement of funding from the reserves to complete the project that would be acceptable.

Cllr Firmston proposed that the Clerks advice should be put to the vote. It was duly seconded and when put to the vote so **resolved.**

It was also **resolved** that the Clerk be given authority to place the orders need to complete the work required in accordance with the quotation.

1. **Village Green and Pond and Condition of Village Ditch/Drain Network.** – The Clerk updated the Council concerning the direction of the Op Watershed applications. On advice from WSCC it was decided that the Dingle ditch was the one that would take priority and subsequently an Op Watershed application had been submitted for approval. As yet no decision has been made.
2. **Communication Working Group.** – The Winter edition of the Newsletter had been received and was in the process of distribution. There was also a good possibility of another newsletter to be published in the New Year in the run-up to the elections in May.
3. **Community Resilience. –** Cllr Firmston said thatall equipment that had been received was now marked and locked away in the Village Hall cupboards. The radios would also be marked up and put away on their receipt. As an aside the Clerk said that the cheque had been signed and therefore the order would be placed the following morning.

**70-18 Reports of meetings attended by Councillors; -**

There were none.

**71-18 Items for inclusion on the next agenda:**

To agree a budget for 2019/20

To agree a precept for 2019/20

**72-18 Date of Next Meeting:**

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

**17th December 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 18th November 2018** | | | |  |  |  |
|  |  |  |  |  |  | £ |
| Bank Accounts as at 1st April 2018 | | |  |  |  | 36967.81 |
| Receipts to date | |  |  |  |  | 85526.32 |
| Expenditure to date | |  |  |  |  | 34136.39 |
|  |  |  |  | **Balance** |  | **88357.74** |
| **Represented by;** | |  |  |  |  |  |
| Current Account (Barclays Community A/c) | | | |  |  | 31091.82 |
| Deposit Account (Barclays Premium Business A/c) | | | | |  | 50330.27 |
| National Savings | |  |  |  |  | 6935.65 |
|  |  |  |  | **Total** |  | **88357.74** |
| **Less** |  |  |  |  |  |  |
| Reserve @ 50% of Precept | |  |  |  |  | 21063.13 |
| Loan Reserve for half year | |  |  |  |  | 8591.04 |
| Outstanding Cheque/s - | |  | 102481 |  |  | 250.00 |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  | **29904.17** |
| **Ringfenced Funds** | |  |  |  |  |  |
| Op Watershed | |  |  |  |  |  |
| NHB |  |  |  |  |  |  |
| Culvert Maintenance | |  |  |  |  | 2300.00 |
| Catchment pond improvement fund | | |  |  |  | 5500.00 |
| Adams bequest (Fencing) | |  |  |  |  | 1550.00 |
| CIL Payments | |  |  |  |  | 25000.00 |
|  |  |  |  | **Total** |  | **34350.00** |
|  |  |  |  |  |  |  |
| **Available Funds** | |  |  | **Total** |  | **21990.77** |
|  |  |  |  |  |  |  |
| **Signed** | David J Siggs | | |  |  |  |
|  |  |  |  |  |  |  |
|  | **Clerk to the Council** | |  |  |  |  |
|  | **18th November 2018** | |  |  |  |  |
|  |  |  |  |  |  |  |
| **Payments to be considered** | | |  |  |  |  |
|  |  |  |  |  |  |  |
| B Geary (Litter Picking) | |  |  |  |  | 70.00 |
| Clerks Expenses (Telephone, broadband, printing etc) | | | | |  | 167.00 |
| M H Kennedy & Son Ltd (Grass Cutting) | | | |  |  | 414.00 |
| A Dover (Grass & Bus Shelters) | | |  |  |  | 80.00 |
| CXS.Host (Website hosting) | | |  |  |  | 144.00 |
| Sadlesea Ltd (Resilience equipment) | | | |  |  | 237.80 |
| MWHG Group (Maintenance contract) | | | |  |  | 1000.00 |
|  |  |  |  | **Total** |  | **2112.80** |