**Birdham Parish Council**

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

**held on Monday 20th May 2019**

**at 7pm in Birdham Village Hall**

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

**Apologies**: Cllr Glover, Cllr Montyn (WSCC) and Cllr Taylor (CDC).

**In attendance**: The Clerk, Cllr Barrett (CDC) and 2 members of the public.

**1-19 Election of Chairman:**

The outgoing Chairman nominated Cllr Firmston to be the next Chairman, Cllr Firmston accepted the nomination. When put to the vote **it was resolved** that Cllr Firmston be elected as Chairman of Birdham Parish Council until the date of the next Annual Meeting of the Council in 2020.

**2-19 Election of Vice Chairman:**

Cllr Hamilton was nominated. The nomination was accepted and when put to the vote **it was resolved** that Cllr Hamilton be the Vice Chairman of the Council until the date of the next Annual Meeting of the Parish Council in 2020.

**3-19 Public Question time in accordance with Standing Orders 1d -1l:**

A resident raised concerns at the notice placed on the entrance to the track leading to the H9 site off Crooked Lane that suggested a compulsory purchase order (CPO) was being issued. As a resident who would be affected by the CPO should it go ahead, he raised concerns about the safety of children entering and leaving the school and pollution. He also said that both he and his neighbour had received questionnaires about the proposal.

Cllr Hamilton said that at Chichester District Council (CDC) any CPO could take between 3 and 10 years to complete.

Cllr Pocock said that he was in the process of preparing a response to the proposed CPO which he would circulate to all Councillors. He went on to say that the Hyde Group have said that they still have the money to proceed with the development but in fact they do not.

Cllr Churchill said that with regard to the pollution he had noticed that parents collecting children remained in their vehicles with the engines running.

Cllr Bush said that CDC is not in a position to agree a CPO as it must go through an Inspector.

The Chairman apologised and welcomed Cllr Bush to the Council and hoped that he would find the next four years both interesting and useful.

The Chairman then proposed a vote of thanks to the outgoing Chairman – Cllr Pocock – who had worked extremely hard for the residents of Birdham and for the fabric of the Village. The Chairman’s proposal **was resolved** unanimously.

**4-19 Declaration of interests:**

There were none.

**5-19 Approve and sign the minutes of the 15th April 2019:**

**It was resolved** to adopt the minutes of the 15th April 2019 as a true and accurate record of the meeting.

**6-19 Planning matters including applications and CDC delegated decisions:**

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

BI/19/01059/FUL - Chichester Yacht Club Chichester Yacht Club Chichester Marina Birdham

Proposed pergola with adjustable and opening roof louvres and sliding retractable windows.

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

BI/19/00752/LBC - The Old Bird And Ham Main Road Birdham

Strip back and remove old render and re-render the front of the property and repaint white matching the original finish.

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

BI/19/01137/DOM - Fir Trees Shipton Green Lane West Itchenor

Restoration of ground floor staircase.

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

BI/19/01145/LBC - Fir Trees Shipton Green Lane West Itchenor

Restoration of ground floor staircase.

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

BI/19/01147/TPA - Former Rowan Nursery Bell Lane Birdham

Removal of 1 no. branch at 1.5m (above ground level) extending southwards on 1 no. Corsican Pine tree (quoted as no. 14) within Group, G1 subject to BI/83/00023/TPO.

**Withdrawn.**

BI/19/01033/DOM - Merrieweather 18 Greenacres Birdham

Side extension of the existing garage to include a gym and store.

The Parish Council **OBJECTS** to this application on the grounds of scale and mass. If the Authority are minded to grant permission than the Parish Council would request the following conditions be imposed;-

1 - A condition is imposed and monitored to prevent the development from becoming a habitat addition to the main dwelling.

2 - A condition to prevent the development from being sold/disposed of separately from the main dwelling.

BI/19/01069/FUL - 2-4 Birdham Business Park Birdham Road Birdham

Replacement of dust extraction unit.

The Parish Council raises **No Objection** to this application. However, once installation has been completed inspection by the relevant department must be carried out to ensure that all regulations applicable to this system are complied with.

BI/19/01287/DOM - Hundred Steddles House , Hundredsteddle Lane, Birdham

Proposal: Addition of 2no. dormers to South-West elevation of annexe. Change to permitted planning application 19/00219/DOM.

The Parish Council **Objects** to this application in that it further changes the appearance from the permitted garage extension to a development that further encourages the appearance of a detached house in a conservation area.

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

**Delegated Decisions to be noted.**

BI/19/01029/TPA- The Snipe Lock Lane Birdham

Fell 1 no. Sycamore tree (marked on plan as T1) within Group, G subject to BI/98/00035/TPO

**WITHDRAWN**

BI/18/02785/DOM - Ayton 14 Longmeadow Gardens Birdham

Single storey rear extension. **PERMIT**

**7-19 To appoint Members to outside bodies:**

Those Councillors appointed to outside bodies may be found at annex a. to these minutes.

**8-19 To consider and approve Councillor Membership of committees and working groups:**

Those Councillors appointed as members of committees and working groups may be found at annex a. to these minutes.

**9 -19 Clerks’ Report:**

1. **WSCC** – There was nothing to report.
2. **CDC** – There was nothing to report.
3. **Reports from Members of WSCC/CDC –** Cllr Barrett (CDC) said that since the election the Council was now reduced to 36 seats and was a hung Council with no political party in full control.

He went on to say that the Primary Care Speaker booked for the Peninsula Forum could no longer make the meeting therefore the meeting had been cancelled.

He continued to be fully involved with the strategic bodies.

A resident asked if the rumour that the Local Plan would be delayed was true. Cllr Barrett said that the senior planning officer dealing with driving the review of the Local Plan was leaving and therefore there would be a slight delay.

1. **Other related matters –** On the 28th April a near miss accident happened in Church Lane at the pinch point at St Marys Cottage and Dove House. This should be added to the next meeting agenda for discussion.

**10-19 Finance and Corporate:**

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

The Clerk presented the financial report up to and including the 20th May 2019 shown at Annex b. The current balances are as follows;

|  |  |
| --- | --- |
| Balances held at Bank as at 1st April 2019 | £ 98111.43 |
| Designated Funds | £ 29654.17 |
| Ring Fenced Funds | £ 106929.26 |
| Available Funds | £ 28742.30 |
| Creditors | £ 722.40 |

The Clerk said that the reason for the large amount of ‘ring fenced’ funds was that the Council had received a large amount of CIL and Op Watershed funds. Generally the Council was sufficiently fluid to meet its expectations and, with thought, improve village facilities. He offered to answer any questions that Councillors may have.

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

**ii) To approve and sign the Part 2 AGAR - Annual Governance Statement 2018/19.**

The Clerk asked to defer this item to the June meeting as the accounts were not yet back from the Internal Auditor. This was agreed.

**iii) To approve and sign the Part 2 AGAR – Accounting Statements 2018/19.**

The Clerk asked to defer this item to the June meeting as the accounts were not yet back from the Internal Auditor. This was agreed.

**iv) To set the date of the Annual Parish Meeting (APM)**

After a brief discussion it was resolved to hold the APM on Monday the 17th June at 6.30pm in the Village Hall.

**11-19 Correspondence – Not previously circulated: -**

There were none.

**12-19** **Reports**:

1. **Play Area and Playing Field**. – The Clerk reported that he had received three complaints that the baby swing seat was broken. It had been secured so that it could not be used although this had been undone. The new seat had been received and would be fitted on the 21st May.
2. **Village Green and Pond and Condition of Village Ditch/Drain Network.** – There was nothing to report.
3. **Communication Working Group.** – It was intended to release a Post-Election issue of the Newsletter very shortly. If Councillors had items they wished included in the Newsletter would they submit them as quickly as possible.
4. **Community Resilience. –** There was nothing to report at this time.

**13-19 Reports of meetings attended by Councillors; -**

There were none.

**14-19 Items for inclusion on the next agenda:**

Pinch Point in Church Lane.

Speed Cameras.

**15-18 Date of Next Meeting:**

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

**17th June 2019 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8:33pm

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** |  |

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**Outside Body Appointments**

|  |  |
| --- | --- |
| Body | With Effect From 21st May 2019 |
| CDALC | All Councillors |
| Village Hall Trust | Cllr Richardson  Cllr Churchill  Vacant  Vacant |
|  |  |
| Peninsula Forum | All Councillors |
| Manhood Peninsula Action Group (MPAG) | Lead Councillor Cllr Glover  Cllr Campbell  Cllr Pocock  Cllr Bush |

**Membership of Committees/Working Groups**

|  |  |
| --- | --- |
| Committee/Group | With Effect From 21st May 2019 |
| Play Park & Playing Field | Cllr Churchill  Cllr Glover |
| Staffing Committee | Cllr Campbell  Cllr Hamilton  Cllr Churchill |
| Communications Working Group | All Councillors |
| Planning Committee | All Councillors |
| Resilience/Emergency Planning | Cllr Firmston  Cllr Campbell  Cllr Hamilton  Cllr Pocock  Cllr Richardson  Mr Guy Barton |

Annex B

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  |  | Agenda Item 10i | |
|  |  | |  | | **Birdham Parish Council** | | |  |
|  |  | |  | |  |  |  |  |
| **Financial Statement as at 20th May 2019** | | | | | |  |  |  |
|  |  | |  | |  |  |  | £ |
| Bank Accounts as at 1st April 2019 | | | | |  |  |  | 98111.43 |
| Receipts to date | | |  | |  |  |  | 72734.14 |
| Expenditure to date | | |  | |  |  |  | 4797.44 |
|  |  | |  | |  | **Balance** |  | **166048.13** |
| **Represented by;** | | |  | |  |  |  |  |
| Current Account (Barclays Community A/c) | | | | | |  |  | 38689.62 |
| Deposit Account (Barclays Premium Business A/c) | | | | | | |  | 120372.56 |
| National Savings | | |  | |  |  |  | 6985.95 |
|  |  | |  | |  | **Total** |  | **166048.13** |
| **Less** |  | |  | |  |  |  |  |
| Reserve @ 50% of Precept | | |  | |  |  |  | 21063.13 |
| Loan Reserve for half year | | |  | |  |  |  | 8591.04 |
| Outstanding Cheque/s - | | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  | **Total** |  | **29654.17** |
| **Ringfenced Funds** | | |  | |  |  |  |  |
| Op Watershed | | |  | |  |  |  | 28705.32 |
| Culvert Maintenance | | |  | |  |  |  | 2300.00 |
| Catchment pond improvement fund | | | | |  |  |  | 5500.00 |
| Adams bequest (Fencing) | | |  | |  |  |  | 1550.00 |
| CIL Payments | | |  | |  |  |  | 68873.94 |
|  |  | |  | |  | **Total** |  | **106929.26** |
|  |  | |  | |  |  |  |  |
| **Available Funds** | | |  | |  | **Total** |  | **28742.30** |
|  |  | |  | |  |  |  |  |
| **Signed** | David J Siggs | | | | |  |  |  |
|  |  | |  | |  |  |  |  |
|  | **Clerk to the Council** | | | |  |  |  |  |
|  | **20th May 2019** | | |  |  |  |  |  |
|  |  | | |  |  |  |  |  |
| **Payments to be considered** | | | | |  |  |  |  |
|  |  | |  | |  |  |  |  |
| B Geary (Litter Picking) | | |  | |  |  |  | 70.00 |
| Clerks Expenses (Telephone, broadband) | | | | | |  |  | 137.00 |
| M H Kennedy & Son (Grass Mowing) | | | | |  |  |  | 488.40 |
| Action in Rural Sussex (subscription balance) | | | | | |  |  | 10.00 |
| SSALC Limited | | (LCR Subscription) | | |  |  |  | 17.00 |
|  | |  |  | |  | **Total** |  | **722.40** |