



**Notice of the Remote Annual Parish Council Meeting
On Monday 17th May 2021 at 7pm**

Clerk to the Council: Imogen Whitaker

Tel: 01243 575094/email: clerk@birdhamparishcouncil.gov.uk/www.birdham.org

And you are Hereby Summoned to Attend

To join the meeting please contact the Clerk

THE PUBLIC & PRESS ARE WELCOME & ENCOURAGED TO ATTEND

AGENDA

- 1. To elect the Chair of the Council and to sign the Declaration of Acceptance of Office**
- 2. To elect the Vice-chair of the Council and to sign the Declaration of Acceptance of Office**
- 3. Apologies**
- 4. Declarations of Interest**
- 5. Minutes - To agree and sign the minutes of the meeting of 19th April 2021**
- 6. Questions from members of the public in accordance with Standing Orders 1d – 1l**
- 7. District Councillors, County Councillor & Chairman's Annual Reports**
- 8. To vote on Motion to approve ICMZ document**
- 9. Election of Councillors to the following outside bodies:**
 - i. Chichester District Association Local Councils (1 or 2 representatives)
 - ii. West Sussex Association of Local Councils
 - iii. Peninsula Forum
 - iv. Manhood Peninsula Action Group (MPAG)
 - v. Manhood Peninsula Partnership (MPP)
 - vi. Green Links across the Manhood (GLAM)
 - vii. Surface Water Issues and Solutions (SWISH)
 - viii. Fixing and Linking our Wetlands (FLOW)
 - ix. Witterings Medical Centre Participation Group
 - x. Staffing Committee
 - xi. Village Hall Trust
- 10. To consider and approve nominations of Councillors to lead on the following:**

- i. Communications working group
- ii. Planning Committee sub-group
- iii. Resilience/Emergency Planning
- iv. Birdham Neighbourhood Plan review Group
- v. Playground/Recreation Ground

11. Clerk's Report

- i. To approve Internal Auditor's report
- ii. To approve the Annual Return for 2020 - 2021
- iii. To confirm appointment of Internal Auditor for 2021 – 2022
- iv. To approve Council Standing Orders, Council Financial Regulations, Council Asset Register, Council Risk assessment
- v. To approve the payments for consideration
- vi. Bank reconciliation

12. Planning matters including appeals, applications and CDC delegated decisions

- i. Notifications of new Planning Enforcement Notices
- ii. Updates on Planning Enforcements
- iii. Notifications of Planning Appeals
- iv. Planning applications to be decided

Planning Application number	Address	Details	Comment deadline
BI/21/00564/DOM	Loretto Crooked Lane Birdham PO20 7HB	alterations and extensions to existing building	19 th May
BI/21/00980/FUL	Strathmore, Main Road Birdham	Construction of a two storey 3 bed detached self-build dwelling.	28 th May
BI/21/00977/FUL	Plot A Land North West Of Premier Business Park Birdham Road Appledram	Change of use of land to a travellers caravan site consisting of 1 no. pitch and associated development.	21 st May
BI/21/00923/FUL	Plot B, As above	Change of use of land to a travellers caravan site consisting of 1 no. pitch and associated development.	3 rd June
BI/21/00924/FUL	Plot C, As above	Change of use of land to a travellers caravan site consisting of 1 no. pitch and associated development.	3 rd June

- v. Delegated decisions to be noted:

Planning Application number	Address	Details	Decision
BI/21/00071/DOM	Kinderhook, Court Barn Rd PO20 7BQ	Erection of single storey extension to side and rear and new front porch.	PERMIT
BI/21/00149/DOM	7 Florence Close Birdham Chichester	2 storey side extension	PERMIT
BI/21/00334/DOM	Elmstead, Birdham Road	Build a wooden garden room	PERMIT

BI/20/03280/TPA	rear of 21 Rowan Close Birdham	Tree works	PERMIT
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11. Birdham Neighbourhood Plan Review

12. To approve or remove Birdham projects listed on Infrastructure Development Plan (CDC)

13. Fencing around the Village Hall – responsibility and repair

14. Councillor reports

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|------|--------------------------------|----------------|
| i. | Play area and Playing field | Cllr Churchill |
| ii. | Village green and pond | Cllr Firmston |
| iii. | Communication working group | Cllr Firmston |
| iv. | Community Resilience | Cllr Firmston |
| v. | Manhood Peninsula Action Group | Cllr Glover |

1. Reports of meetings attended by Councillors

2. Items for inclusion on the next agenda

3. Date of next meeting

Signed: IXWhitaker

10th May 2021

RECORDING AND FILMING OF MEETINGS

- ✚ Members of the public and press are permitted to record or film meetings to which they have permitted access including remote meetings on a remote video platform. As a general rule the council does not record these meetings. Under exceptional circumstances a meeting will be recorded but the recording destroyed once the minutes of the meeting have been formally adopted. The data is stored within the European Union as per the GDPR regulation to which UK agreed for post Brexit.
- ✚ Members of the public must be aware of Data Protection laws concerning the filming or recording of other people and respect their rights, particularly with regard to the filming or recording of minors
- ✚ Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded
- ✚ Recording or filming may only be done in a non-disruptive manner. The Chair has the right to stop proceedings and take appropriate action if she/he deems the recording or filming to be disruptive and/or it is contravening the rights of those present
- ✚ The Council asks those recording proceedings not to edit the film or recording in such a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
- ✚ These requirements will be deemed to have been accepted whether the public has read them or not.