



**Notice of the Hybrid Annual Parish Council Meeting
On Wednesday 17th May 2023 at 7pm**

And you are Hereby Summoned to Attend

If you wish to attend remotely 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 12th April 2023**
- 6. Questions from members of the public in accordance with Standing Orders 1d – 1l**
- 7. District Councillors, County Councillor & Chairman's Annual Reports**
- 8. Birdham Village Hall Trust Committee**
- 9. Election of Councillors to the following outside bodies:**
 - i. Chichester District Association Local Councils
 - ii. West Sussex Association of Local Councils
 - iii. Manhood Peninsula Partnership (MPP)
 - iv. Green Links across the Manhood (GLAM)
 - v. Surface Water Issues and Solutions (SWISH)
 - vi. Manhood Wildlife and Heritage Group (MWHG)
 - vii. Witterings Medical Centre Participation Group
 - viii. Staffing Committee
 - ix. 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 Annual Governance Statement
- ii. To approve Internal Auditor's report
- iii. To approve the Annual Return for 2022 - 2023
- iv. To confirm appointment of Internal Auditor for 2023 - 2024
- v. To approve Council Standing Orders, Council Financial Regulations, Council Asset Register, Council Risk assessment, Scheme of Delegation, Document Retention schedule
- vi. To approve the payments for consideration
- vii. 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/23/00067/FUL - Lge Scale Maj Dev - Dwellings	Russells Garden Centre , Main Road, Birdham, West Sussex, PO20 7BY	14 no. dwellings (4 x affordable 10 x market), replacement commercial (class E) building, new and altered access and associated works	extn asked for until 18th May
BI/23/00582/AGR	Carthagena Farm Bell Lane Birdham Chichester	Siting of a sustainable high flow agricultural irrigation reservoir following the decision notice on BI/22/01360/PNO.	17th May
BI/23/00735/TPA	Land South Of Chichester Canal Adjacent To Salterns Lock Lock Lane Birdham West Sussex	Reduce heights down to 12m (above ground level) on 2 no. Lombardy Poplar trees (593, 599), reduce height down to 14m (above ground level) on 1 no. Lombardy Poplar tree (597) and reduce heights down to 15m (above ground level) on 20 no. Lombardy Poplar trees (594-596, 598, 600-602, 604, 608, 610 and 611, 613-621). All within Group, G subject to BI/98/00035/TPO.	17th May
BI/23/00779/TPA	Rear Of 14 & 15 Pipers Mead Birdham Chichester West Sussex	Reduce height by 3m and crown thin by 25% on 2 no. Monterey Pine trees (quoted as T1 and T2). Reduce height by 2m, crown thin by 25% and reduce lower south sector by 2m on 1 no. Monterey Pine tree (quoted as T3). All 3 no. trees within Group, G2 subject to BI/83/00023/TPO.	17th May
BI/23/00915/Non Material Amendment	Bartons, Crooked Lane,	Non material amendment to 22/02381/DOM. Removal of Velux on South Elevation. Reduce glazing in gable, change windows on rear, roof light added to rear and window removed in North elevation.	17th May

- v. Delegated decisions to be noted:

Planning Application number	Address	Details	Decision
BI/23/00284/DOM	Hawkesbury Cottage Alandale Road Birdham West Sussex PO20 7QN	Erection of outbuilding garage	PERMIT

11. Birdam Scout Hut – update

12. Bus stops – update and actions required

13. Councillor reports

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

1. Reports of meetings attended by Councillors

2. Items for inclusion on the next agenda

3. Date of next meeting

Signed: IXWhitaker

9th May 2023

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. The European Union (EU) has formally recognised the UK's data protection standards (June 28th 2021) which means that personal data can continue to flow between Europe and the UK.
- ✚ 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 who are 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.