



**Notice of the Hybrid Annual Parish Council Meeting
On Wednesday 8th May 2024 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 April 10th 2024**
- 6. Questions from members of the public in accordance with Standing Orders 1d – 1l**
- 7. District Councillors, County Councillor & Chairman's Annual Reports**
- 8. Election of Councillors or invited members of public 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. Village Hall Trust
 - ix. Traffic Calming Group
- 9. To consider and approve nominations of Councillors to lead on the following:**
 - i. Staffing Committee
 - ii. Communications working group
 - iii. Planning Committee sub-group
 - iv. Resilience/Emergency Planning
 - v. Birdham Neighbourhood Plan review Group
 - vi. Playground/Recreation Ground

10. To approve the following policies and procedures for the Council

- Civility and Respect Pledge
- Dignity at work policy
- Councillor Code of Conduct
- Disciplinary and Grievance policies
- Document retention scheme
- Risk Assessment
- Scheme of delegation
- Standing Orders
- Financial Regulations

11. To approve the following Data Protection Policies for the Council

- Data Protection Policy
- Information Security Incident Policy
- IT, Communications and Monitoring Policy
- Privacy Impact Assessment

12. Clerk's Report

- To approve Internal Auditor's report
- To approve the Annual Return for 2024
- To confirm appointment of Internal Auditor for 2024 - 25
- To approve the payments for consideration
- Bank reconciliation

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

- Notifications of new Planning Enforcement Notices
- Updates on Planning Enforcements
- Notifications of Planning Appeals
- Planning applications to be decided

Planning Application number	Address	Details	Comment deadline
BI/24/00727/FUL	Pinks Four, Bell Lane, Birdham, West Sussex, PO20 7HX	Change of use of land for the provision of six pitches for gypsies and travellers including associated access tracks, parking and turning areas.	
Appeal APP/PCU/CPOP/L3815/3323287	The Chichester District Council (Access Track Off Crooked Lane, Birdham) Compulsory Purchase Order 2023 (the Order)		August 6th
BI/23/02616/FUL - Minor Dev - Dwellings	Creek Cottage, Westlands Estate	Replacement dwelling and associated works.	Council previously objected
BI/24/00752/ELD - Other Dev - Certs of Lawful Development	Kellys Nursery, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	Existing Lawful development - change of use from horticulture to retailing (Classe E).	

- Delegated decisions to be noted:

Planning Application number	Address	Details	Decision
BI/23/02912/FUL	1 Cowdry Cottages Sidlesham Lane Birdham	Application for pair of farmworkers cottages - variation of condition 3 from planning permission BI/13/53.	PERMIT

BI/23/02868/FUL	Little Copse, Westlands Estate, Birdham, Chichester, West Sussex, PO20 7HJ	Replacement dwelling, outbuildings and associated works.	PERMIT
BI/24/00382/PA6ABE	Hundredsteddle Farm	Upgrading of existing farm track to enable farm vehicles to travel between the farm buildings	WITHDRAWN

12. Councillor reports

- i. Play area and Playing field – to approve expenditure on playground repairs
- ii. Village green and pond
- iii. Communication working group
- iv. Community Resilience

13. Reports of meetings attended by Councillors

14. Items for inclusion on the next agenda

15. Date of next meeting

Signed: *IXWhitaker*

30th April 2024

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.