



## Birdham Parish Council

Imogen Whitaker - Clerk & RFO to the Council  
2 McAdam Close, Hambrook, PO18 8FG  
T: 01243 575094/E: [clerk@birdham.org.uk](mailto:clerk@birdham.org.uk)/[www.birdham.org.uk](http://www.birdham.org.uk)

Minutes of the Meeting of the Parish Council  
held on Monday 17<sup>th</sup> February 2020  
at 7pm in Birdham Village Hall

**Present:** Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice chair) Cllr Graham Campbell, Cllr Barry Richardson  
**Apologies:** Cllr Glover, Cllr Bush and Cllr Pocock  
**In attendance:**  
The Clerk WSCC Pieter Montyn  
CDC – Cllr Susan Taylor 5 members of the Public

**Before the meeting started the Chairman discussed and distributed some magazines and pamphlets of interest to those present. The Village Hall and the St James centre are offering a series of talks covering all topics. Information available in the church. There is also information on CAP (Church against Poverty) talks to help people manage their money and avoid debt.**

### 1. Apologies

Cllrs Glover, Bush and Pocock

### 2. Declarations of interest

- i. There were no declarations of interest for matters on the agenda
- ii. There were no dispensation requests

### 3. Minutes – to agree and sign the minutes 20<sup>th</sup> January 2019 meeting

The minutes were proposed by Cllr Campbell, seconded by Cllr Richardson and unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman.

The clerk informed the meeting that in future draft minutes would be issued to everyone as quickly after the meeting as practicable (usually the following day) so that items of interest to the community would be “live” and actions required by councillors would be noted.

Any resident who wishes to receive the minutes directly should leave their email address with the clerk. Amendments would be noted in the usual way before signature at the following meeting.

### 4. Public Question time from residents of Birdham (Standing Orders 1d – 1l)

A resident has a query about flooding in Crooked Lane. This will be covered under item 6.

### 5. Planning matters including appeals, applications and CDC delegated decisions.

#### i. Notifications of new Planning Enforcement Notices

The clerk had received notification that Planning Application Bi/19/01919/FUL (Batchmere Lane) which had been withdrawn in order to implement a Habitats Survey had in fact been implemented. The case officer was informed and a breach of planning control may have occurred. It is being referred to enforcement.

- ii. **Notifications of Planning Appeals** – there were none received
- iii. **Updates on Planning Enforcements** – there were none received
- iv. **Planning applications to be decided:**

Planning application number	Address	Details	Comment
20/00119/FUL	Allman Property	Erection of storage unit	Previously the apple store had been converted

	Partnership, Elmstead, Birdham Road		retaining the roof but it collapsed. Now a garden store is being applied for – the roof line may be a little higher. BPC has no objection with the condition that the store is only used for garden storage as originally an agricultural building
20/00223/FUL	Harbour House 22 Greenacres	Variation of Condition 2 (boat house, garage and annexe) of App 19/01408/FUL (Demolition of existing dwelling, construction of new dwelling detached garage with annexe accommodation, swimming pool, boat house and workshop)	BPC has no objection to the variations of Condition 2 on condition of the approval of the Harbour Conservancy
20/00249/FUL	Homewaters, 24 Greenacres	Proposed new single storey detached private storage and hobby workshop including permeable access drive	BPC has no objection on condition that due attention is paid to the existing trees and on condition of the approval of the Harbour Conservancy.

v. **Delegated decisions to be noted**

Planning application number	Address	Details	Decision
19/0268/DOM	Bramble End Alandale Road	New roof and extension	WITHDRAWN
19/02738/DOM	1 St James' Close	Single storey rear extn	PERMIT

vi. **Planning applications for neighbouring parishes**

The Chairman said that there was no procedure for dealing with requests from neighbouring parishes when they asked Birdham to support them in an objection of a planning application in their parish. He asked what bar would be set for triggering intervention?

Cllr Richardson said that at a meeting of "Greenlinks" both Sustrans and RSPB said that they would comment on undesirable applications.

The clerk said that as Birdham would not be a statutory consultee for another parish it is unlikely that CDC would take into account their comments. She felt that a more useful way would be to write to the Parish Council in whose area the application falls, expressing Birdham's objection or support of the local council decision, and outlining the reasons and "knock-on" effects.

Cllr Campbell said that anything that had a material effect on the Parish of Birdham should warrant a response. It was agreed that when asked by the neighbouring parish council it would be judged on an application by application basis (probably the larger applications).

With regard to the Medmerry application for 600 static caravans in Earnley, it was agreed that the clerk should write and support Earnley's objection.

Action	Clerk
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vii. **Added item**

The clerk suggested that a small planning committee be formed of councillors who would assess the planning applications before the Parish Council meeting and circulate beforehand their recommendations. At the meeting all councillors (and the public) would be able to receive the committee's views and recommendations, and then assess whether to agree or not. This would speed up and focus the discussion of the planning applications.

It was agreed that Cllrs Firmston, Richardson, Campbell and Pocock (should he wish) would be on this committee.

**6. To receive a report from WSCC member for Birdham Cllr Montyn**

- Following the discussion of the state of Church Road at the last meeting Cllr Montyn met with a highways officer this morning on site to assess the road. The officer took photographs of the road and the flooding in Crooked Lane.
- Cllr Montyn reported that the Watershed applications for Birdham had both been successful. The first for £14552.76 for the stabilisation of the west bank wall in Crooked Lane; and the

second for £16972.80 for the reinforcement of the west bank of the ditch next to Saltings, Crooked Lane.

The clerk is to meet with Sue Furlong and Kevin Macknay from flood prevention to discuss two other applications; one for the repair of the culvert from St James Close, past the cottages and past the Cricket club, (this is highways owned so it is possible that there could be a contribution from them), and the other for the Sidlesham Lane/Ellscott Park area.

Action

Clerk

- c) Yesterday water and sewage was overflowing from Court Barn Lane and the ditch in front of the triangle also seems to be stuck. Southern water were again at the pumping station at Pinks Lane. Cllr Montyn is asking for prioritisation from Southern Water. He said that it was not an acceptable situation as this is no longer the exception but the norm every winter. Southern Water say that part of the problem is the ingress into the system from illegal link-ups which overload the system. The Rowan Nursery development has also thrown up some objections. In fact each time a new estate comes on line there are issues.
- d) Cllr Montyn reported on the approval of the budget for WSCC. There will be a 3.99% increase in the council tax. 2% of this will be for adult social care. The tax band D rate for Birdham will increase to £55 per year.  
(end of report)

#### 7. To receive reports from CDC members for Birdham

- a) CDC Cllr Susan Taylor said that the Council should have received the Members' Bulletin from Cllr Barrett. (The clerk said she had not received it but will locate and circulate).
- b) Cllr Taylor drew the meeting's attention to the new exhibition at the Novium – "Bersted Man" which has made National news. Bersted man was discovered 10 years ago and of particular importance to the history of the area. He was a very wealthy warrior from Gaul who lived around 55 BC. She said that as a fragment of British history it was fascinating and important and encouraged everyone to go to this free exhibition.
- c) CDC council tax review will be in March
- d) The PC should shortly be receiving an email on CDC Local Plan Review.  
(end of report)  
There were no questions for the councillors.

#### 8. Clerk's report

- i. **Any WSCC reports, highways' matters or correspondence not covered in item 6 - none**
- ii. **Any CDC reports/correspondence not covered in item 7 - none**
- iii. **Any other correspondence**
  - a) The clerk circulated a contact form for councillors to fill in with their areas of expertise or interest
  - b) She will inform the cricket club of the procedure to apply for any potential NHB grant for this year
  - c) Cllr Richardson would like to attend the Councillor's training day in July for the cost of £84. The council **AGREED**.
  - d) Electors' Meeting. The clerk asked the council when they would like to hold the meeting and what they would like to do at this meeting. It was agreed that the Local Plan review from CDC should be seen first and that available dates of the village hall should be ascertained. To be confirmed.
  - e) CDC grant for VE/VJ day. The council **AGREED** that BPC should apply to CDC for the £250 for the Vintage day event being organised for 8<sup>th</sup> May from mid-morning to mid-afternoon – open to all residents of the village. The clerk to get further more precise costings from the resident concerned.
- iv. **GDPR**

The clerk said that the council is not GDPR compliant – particularly in the use of personal email addresses. She circulated a document to all councillors so that they could discuss at the next meeting. She stressed that it is not compulsory to change but that the council has to demonstrate how it is protecting information – particularly of private individuals. The clerk suggested that the simplest way forward is to change incrementally and firstly by issuing MS365 Business to the Clerk, which would give .gov email addresses to the

councillors. Following on from that “Business Essentials” could be issued to the councillors.

v. **Co-option of councillor**

Birdham Parish Council is short of one councillor. A notice will go up onto the Church, Village Hall and shop noticeboards. Anyone who would like to contribute to making Birdham a better place to live for its residents should contact the Clerk in the first instance. (<mailto:clerk@birdham.org.uk>)

## 9. Finance and Corporate:

### i. Change of Bank Mandate

Three more signatories will be added to the bank mandate. The clerk also requested that online payments should be authorised. Payments for consideration will be passed at the meeting as usual, but the following day they will be paid electronically by the clerk and authorised by one of the other signatories. The council unanimously **AGREED** to adopt online payments. The clerk will adjust the Financial Regulations accordingly.

Action

Clerk

The clerk issued to all councillors a list of funds and grants that the council holds to date. There is £83990.66 of CIL funds which needs to be spent. This is a considerable sum which could enable a large project in the village. (There are some limitations on the spend – to be discussed). There is a further sum of £3665.16 which was issued in Feb 2018 (S106). The project for which it was released needs to be identified. The NHB money which was issued for the coffee machine for the church is also on hold.

Action

Clerk

At the March meeting the council will consider any discretionary grant requests (to include request from W Wittering allotment association).

### ii. To receive and approve a financial report

The payments for consideration were proposed by Cllr Hamilton and seconded by Cllr Campbell and unanimously **RESOLVED**.

(Cllr Taylor left the meeting at 8.30pm)

## 10. Traffic Calming for Birdham

The clerk apologised to Mr David Thomson for not having contacted him previously, but she had no email address nor telephone number for him following the collapse of the email system. She had asked the Boxgrove Traffic Calming Lead if he would be prepared to help and she will put Mr Thomson in touch with him.

It was suggested that perhaps they could come to the Electors’ meeting and discuss with residents. To be confirmed.

Mr Thomson has already contacted the Community Speed Watch group (run by the police) and he is waiting for someone to get back to him concerning the training.

Another resident asked why there was not a 20mph zone in the road as the primary school was there. The clerk said that a “School Safety Zone” (SSZ) request was more likely of success (as the primary school was not on a main road) than a Traffic Regulation order which makes the whole street 20mph (which would be unlikely to succeed). This could also be discussed with the Boxgrove team (although the Boxgrove Primary School is on a main road).

Action

Clerk

(Cllr Montyn left the meeting at 8.40pm).

## 11. Reports:

### i. Play area and playing field – no report

### ii. Village green and pond

#### a) Proposed Tree Planting

A new tree for the green to replace the one that was planted for the Queen’s silver jubilee and which has died. Previously it was a Variegated maple. Cllr Hamilton suggested an oak for VE day. It was questioned whether there were too many trees for the size of the green. It was agreed to seek the advice of Jane Reeve (MWHG) and to plant two trees (VE and VJ day) before the end of March if possible.

Cllr Firmston will contact her.

Action

Cllr Firmston

Cllr Firmston also asked about the grass cutting for the green. Previously the whole green had been cut, and now just the border was kept short. It was agreed that just the border should be cut. Cllr Hamilton was in favour of planting wildflowers in the middle but there was some doubt of them being able to seed in the grass (wrong sort of grass).

**b) Triangle Copse and Ponds – proposed opening event 18<sup>th</sup> April at 10am**

Members of the Manhood group will be coming on the 18<sup>th</sup> to cut the ribbon and tea, coffee and cake will be served to all comers. The refreshments will be paid for by the Parish Council.

Cllr Firmston also announced that he had been informed that since all the works had been undertaken on the 3 different ponds, water voles had returned to all three.

**iii. Communication working group**

Cllr Firmston has received three quotes for the setting up and printing of the Spring Newsletter. He proposed going with the cheapest £300 for 1000 copies. The Newsletter will then be distributed to all houses in Birdham. He outlined the content of the newsletter which will be reviewed and then sent to the printer.

It was agreed that all Councillors names would be listed and the clerk's email address for anyone wishing to contact any councillor. She will then forward the email on to the relevant councillor.

**iv. Community resilience**

Cllr Firmston is updating the current plan with local farmers and businesses.

**v. Manhood Peninsula Action Group**

The next meeting is on Monday 24<sup>th</sup> February at 7pm in Hunston Village Hall.

**12. Reports of meetings attended by councillors**

- i. The clerk read out a report from Cllr Churchill who had attended a meeting of the Witterings Medical Centre PPG (Patient Participation Group) on 16<sup>th</sup> January. Items mentioned and discussed were community resilience, fund-raising for equipment, support for young carers (West Sussex), and dementia events, the PPG network meeting, monitoring of NHS/CCG topics and the PPG Newsletter.
- ii. Cllr Richardson had attended the Village Hall Trustees meeting. The finances are stable although one regular weekly user has stopped. The fire checks have now all been done. There are 98 stackable chairs (which need a coat of paint and seat re-covering) looking for a new home. Please contact the village hall.
- iii. Cllr Firmston had attended the Bracklesham and East Wittering Vision meeting on 6<sup>th</sup> Feb. The aim of the project is to maintain Bracklesham and East Wittering as a shopping and cultural centre. They will be issuing an electronic questionnaire to locals and neighbouring communities.
- iv. Cllr Firmston also attended the All Parishes meeting on 10<sup>th</sup> Feb at CDC. On the agenda were items on primary schools (following recent changes); rough sleepers; Police Community Support Officers; the new climate change officer post at CDC and communication with parishes.

**13. Items for inclusion on the next agenda**

- VE/VJ Day celebrations
- Electors' meeting for residents
- GDPR
- Ideas for spending of the CIL funds
- Parish Council discretionary grants

**14. Date of next meeting**

The next meeting of the Parish Council will be on Monday March 16<sup>th</sup> 2020 at 7pm in Birdham Village Hall.

There being no further business to discuss the meeting closed at 9.05pm

Signed: \_\_\_\_\_  
Tim Firmston – Chairman

Date: \_\_\_\_\_

**Birdham Parish Council Financial Statement  
Meeting 17th Feb 2020**

**Balances on accounts:**

Current account	12337.8
Deposit account	120517.65
NS account	7041.84

**Total** 139897.29

**Received since last meeting**

0

**Paid since last meeting**

B Geary (Litter Picking)	70.00
Cllr Firmston	20.99
SSE	636.98
access by design	24.00
D Siggs salary	920.13

**Total** 1672.10

**Payments for consideration**

Clerk's salary jan	404.08
Clerk's salary feb	582.49
B Geary litter collection	70
PWLB hall mortgage	8591.04
access by design training	120
HMRC december payment	101
ssalc parish online sub	36
bluefish computers	125

**Total** 10029.61