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Minutes of the Meeting of the Parish Council
held on Monday 20th April 2020
using a remote video platform

Present: Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice chair),
Cllr Graham Campbell, Cllr Barry Richardson, Cllr Clive Bush, Cllr Rachel Glover,
Cllr Laurie Pocock.

In attendance:

The Clerk WSCC Pieter Montyn
CDC – Cllr Graeme Barratt 0 members of the Public

1. Apologies

None

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 approve and sign the minutes 16th March 2020 meeting

The minutes were proposed by Cllr Pocock, seconded by Cllr Bush and unanimously **AGREED** to be a true and accurate record and will be signed by the Chairman when meetings resume normally.

4. Public Question time from residents of Birdham in accordance with Standing Orders 1d – 11

There were no members of the public online.

5. Planning applications to be decided

Planning application number	Address	Details	Comment
BI/20/00546	Salthouse Martins Lane PO20 7AU	First floor extension and conversion of part of roof void including 2 dormer windows Single storey ground floor ext and replacement porch. Associated internal and external alterations	Harbour Conservancy has made advisory comments about the materials to be used and has requested samples. They have also requested that the roof lights have appropriate blinds to maintain the dark skies policy. The Parish Council has NO OBJECTION on condition that the Harbour Conservancy comments are taken into account
BI/20/00795	Tides Reach 30 Greenacres	Replacement of outdoor pool with indoor pool and pool house to the south of	The Parish Council has NO OBJECTION

		the property	
BI/20/00733	Land north of Cowdray Nursery, Sidlesham Lane	Erection of 1 building and use as holiday let CHANGE OF USE	NO OBJECTION on condition that the property is used as a holiday let and for no more than 10 months in each year

i. Delegated decisions to be noted

Planning application number	Address	Details	Decision
BI/20/00353	Premier Marinas Ltd	Replacement of berth 19 with bluefield houseboat and installation of H column cored and grouted anchoring system	PERMIT
BO/20/00184	Premier Marinas Ltd	Replacement of berth 28 houseboat Louisa Heartwell with an Aqualine 68 and installation of H column cored and grouted anchoring system	PERMIT
20/00119/FUL	Allman Property Partnership, Elmstead, Birdham Rd	Erection of storage unit	PERMIT
20/00223/FUL	Harbour House 22 Greenacres PO20 7HL	demolition of existing dwelling, construction of new dwelling detached garage with annexe accommodation, swimming pool boat house and workshop (variation of cond 2 of app 19/01408/FUL variation to house boat house, garage and annexe	PERMIT
20/00249/DOM	Homewaters 24 Greenacres	proposed new single storey detached private storage and hobby workshop including permeable access drive	PERMIT
BI/19/02878/DOM	2 The Saltings	single storey rear extension, first floor side extension and new dormer window to the east elevation substitute plans	PERMIT
20/00377/DOM	Merriweather 18 Greenacres PO20 7HL	Side extension to existing garage to include gym and store.	PERMIT

Cllr Firmston said that Birdham councillors had been invited to a remote meeting with Andrew Frost and Toby Ayling (CDC Planning) to follow up on the issue of the delay to the CDC Local Plan. In the context of that Cllr Susan Taylor had sent round a circular to say that work is still ongoing on the Local Plan and it is hoped that a virtual Development and Infrastructure Panel will take place in May. This will give an opportunity for council members to discuss Local Plan Review issues.

She had said that no matter how hard the officers try to carry on as normal, some aspects of their work are affected such as full engagement with third parties resulting in possible delays to the progress of the Local Plan Review. Eileen Lintill, the Leader of the Council and Cllr Taylor have written to the Secretary of State setting out the issues and asking for an extension to the five year review. Cllr Taylor had said that CDC is not the only council in the South in this position, and there is talk of the local authorities in West Sussex submitting a joint letter to the Secretary of State setting out the issues.

Birdham had requested a meeting with CDC about the Birdham Local Plan review in the context of the CDC Local Plan. It was agreed that the Clerk, the Chairman, Cllr Glover, Cllr Campbell and Cllr Bush should attend this meeting.

Action

Clerk

Cllr Pocock thought that councillors should meet ahead of the meeting to establish a collective viewpoint. Cllr Firmston felt that it might be more useful to hear what CDC has to say and then report back to the council to discuss how Birdham can progress.

Cllr Bush said that Birdham should be looking for a commitment from CDC that they will take on board the Birdham Neighbourhood Plan. The danger with any given application to which Birdham had objected, was that CDC would say that CDC would lose if it came to an appeal therefore they will

pre-empt that possibility and grant permission. He said that Birdham couldn't allow that to happen. He felt that the council needs to put together strong points and force the Neighbourhood plan to be upheld.

Cllr Barrett (CDC) said that developers were taking advantage of the council not making decisions within the allotted time and submitting an appeal on non-determination.

The clerk brought to the attention of councillors a call she had received from Mr Sam Langmead concerning a development he wishes to progress. The council were aware of this and this proposal had already been refused by CDC as it was in the designated Area of Outstanding Natural Beauty. There is another proposed development to which the council needs to respond, opposite the Nisa stores.

The clerk is to recirculate any relevant information on the current status of the CDC Local Plan to councillors.

Action

Clerk

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

The Clerk had previously circulated Cllr Montyn's information from WSCC on actions being taken by WSCC in response to Covid 19. Cllr Montyn added that £20m has been issued to WSCC by government and that they had announced a further £1.6 billion would be available for English Councils but for the moment it is not known where that money will be distributed.

He said that Conservative councillors had had an online meeting today looking at and working through the current and likely financial scenarios in the short and long term. They will be keeping everyone abreast of developments.

Cllr Montyn told the meeting that a barrier had been erected illegally at the entrance to the Caravan park on the PROW and a sign directing people on to Saltern's Way. The county council has contacted the owners of the site and told them that they cannot do that and that there should not be any residents on the caravan site. This should be raised with CDC that there are people residing there when there should not be. Shipton Green Lane where the park is situated is just within the Birdham boundary.

Councillors agreed that CDC should be contacted.

Action

Clerk

7. To receive reports from CDC members for Birdham

Cllr Barratt confirmed that he had been forwarding all the emails that he receives from CDC and WSCC. He confirmed that from next month there will be virtual meetings. There will be 2 planning committee meetings; the annual council meeting and a Local Plan Review meeting.

Cllr Hamilton added that CDC are also working through all the financial scenarios and working hard to keep things going.

Cllr Montyn added that there was agreement across Sussex that no waste sites would open independently. There will be consultation so that either all or no sites open. This is to protect staff who had been subject to spitting, shouting and aggressive behaviour from users at the start of the lockdown.

8. Clerk's report

i. Motion to approve the Annual Governance Statement

Cllr Firmston questioned that the council conformed to item 5 concerning risk assessment. The Clerk assured the council that there was a risk assessment. Document to be circulated to all councillors.

Cllr Bush proposed and Cllr Pocock seconded the motion to approve the AGS.

Unanimously **APPROVED**.

ii. Motion to approve Birdham Council Standing Orders to include amendment for Coronavirus Bill

Cllr Bush proposed and Cllr Pocock seconded the motion to approve the Standing orders and amendment. Unanimously **APPROVED**.

iii. Motion to approve payments by BACS

Cllr Pocock proposed and Cllr Bush seconded the motion to approve payments by BACS. Unanimously **APPROVED**.

iv. Motion to approve amendment to Financial Regulations for Coronavirus effect

Cllr Richardson questioned that some of the regulations in the FR had not been implemented. The clerk assured the council that the regulations had been implemented. They would receive payments against budget each month (not this month as it is the first in the new financial year and no payments have been made). She also assured the council that there was an asset register which she would also circulate.

Cllr Hamilton proposed and Cllr Bush seconded the motion to approve the amendment to the FR. Unanimously **APPROVED**.

v. Motion to approve the implementation of MS365 Business edition to include £80 payment for email addresses and agreement for two years' support at £600 per annum

The councillors felt that this was a lot of money to have to pay each year (c£1080). This year there was no provision in the budget for this. The clerk said that the General Data Protection Regulation had now been in force for two years. There had been a period of adaptation but this council did not comply on several counts. She had issued a document in January explaining why the council needed to consider this. She said that if there were some kind of data leak or information getting into the wrong hands, as things stood currently any investigation would involve the removal of all councillors IT equipment and there was a very real possibility of a fine. It was essential that councillors had council email addresses which use a separate box than their personal ones, and that all council information was not stored on their personal hard drives. Cllr Bush said that the council should just move forward with this now as it had to be done.

Cllr Richardson proposed and Cllr Campbell seconded the motion to approve the implementation of MS365 and associated costs. Unanimously **APPROVED**.

vi. Payments for consideration

The clerk had previously circulated the payments for consideration.

Cllr Bush proposed and Cllr Campbell seconded the payments for consideration. Unanimously **RESOLVED**.

Cllr Campbell had repeatedly tried to get online banking with Barclays but without success. The clerk will call the bank.

Action	Clerk
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(Cllrs Barratt Montyn and Bush left the meeting at 8.10pm).

vii. Bank reconciliation

Circulated

viii. Annual audit 2019 – 2020

The clerk had completed and delivered the annual audit to the internal auditor and she hoped to have it back for the next meeting.

ix. Any other information of importance for councillors

- a) The document the clerk had issued (a form of Pass) should be signed and dated by any councillor out and about on council business during the lockdown
- b) Cllr Richardson had contacted the clerk about the website not being up-to-date. The clerk is trying to sort it out – it just needs time and some re-organising.
- c) The clerk reported further issues with the council laptop – the wireless adaptor is faulty and drops out roughly every five minutes. Nothing to be done until lockdown is relaxed.
- d) Vacancy for a councillor. The clerk had been contacted by a potential candidate in the village who would be interested in joining the council. She will not completely fulfil the requirement to have been resident in the village for a year until August. Given the current situation the clerk felt that this person could apply and the voting could take place in July or August. She will re-contact the person in June and ask if she would like to apply.

Action	Clerk
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- e) WSCC has issued a consultation about the Post 16 transport policy (this is a reduced rate pass for 16 – 18 year olds giving them 34% off the cost of travel). Since the national network introduced its own card giving 50% the WSCC uptake has dropped by 94%. They would like feedback from the public.

The clerk will forward to councillors for them to complete if they wish.

9. Councillor reports

i. Play area – to discuss the choice of the tractor for the playground.

Cllr Glover had forwarded three quotes to the clerk. The council agreed that there was concern about the sturdiness of the equipment in some cases. Cllr Firmston had a preference for the red tractor and trailer from Playdale. It was agreed to ask Cllr Glover if she had any thoughts on the quotes she had obtained and to ask her preference.

ii. Recreation ground – to discuss and decide action for protective fencing near the Scout hut.

Cllr Richardson to contact Chichester Fencing; Knights and Lake Road Landscaping for quotes.

iii. Village ponds and green

The official opening of the copse has had to be postponed. Following the delivery of the newsletter some volunteers were coming forward to help with the ponds. Cllr Firmston has had a request to place a tool store somewhere near for the volunteers' equipment to be stored. To be researched further.

Cllr Firmston is waiting for more feedback concerning the interpretation boards.

Financing of them has not yet been decided. Possibly NHB or CIL could be used.

The clerk is to contact the cricket club again to see if they wish to bid for the NHB.

The clerk will also contact CDC to see if the S106 money for sport and leisure could be used to contribute to draining the recreation ground.

Action

Clerk

Cllr Pocock had some ideas (potentially less expensive) on the drainage and thought that a ditch could be dug around a section of the field and then drain into the culvert that runs through Longmeadow Gdns (currently blocked but it would resolve the problems at Longmeadow Gdns at the same time). The clerk is still to meet with Ray Drabble to discuss that and the other flooding issues – unfortunately until lockdown is lifted this will not be possible.

iv. Community Resilience

Cllr Firmston will circulate the 2020 Draft plan.

10. Items for inclusion on the next agenda

Allocation of funds and application for grants

11. Date of next meeting

The next meeting of the Parish Council will be on Monday May 18th 2020 at 7pm using an online platform.

There being no further business to discuss the meeting closed at 8.45pm

Signed: _____
Tim Firmston – Chairman

Date: _____

**Birdham Financial Statement
Meeting 20th April 2020**

Balances on accounts:

Current account	33944.95
Deposit account	120680.15
NS account	7041.84

Total 161666.94

Received since last meeting

Precept	25304
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Paid since last meeting

Clerk's salary	582.29
B Geary	70
Payroll costs for 2019 - 20	25
KJB contractors - gates	924
lollipop leaflets	138
lollipop newsletter	328
lollipop logos	96

Total 2163.29

Payments for consideration

Clerk's salary march	582.49
council running costs	334.19
wsalc/nalc subs	527.36
cdc dog and litter bin emptying	662.06
b geary litter picking	70
HMRC qtr 4 2019	445.79
AiRS sub	50

Total 2671.89

Bank accounts as of 18th April 2020

Current Account	33944.95
Deposit Account	120680.15
National Savings	7041.84
unpaid cheques	
Total	161666.94

Opening balance 1st April 2020	136412.94
add receipts in the year	25304
less expenditure to date	50.00
Balance	161666.94

Less

Reserve @ 50% of Precept	25304.00
Total	25304.00

Ringfenced Funds

Op Watershed	
Culvert Ditch Maintenance	3500.00
Village Triangle Kingfisher ponds	1500.00
Adams bequest (Fencing)	7000.00
CIL Payments	83990.66
NHB	9968.24
Total	105958.90

Available Funds

Total	30404.04
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Signed: *IXWhitaker*
Clerk and
RFO

