



Imogen Whitaker - Clerk & RFO to the Council
2 McAdam Close, Hambrook, PO18 8FG
T: 01243 575094/E: birdhampc@gmail.com/www.birdham.org.uk

Minutes of the Remote Annual Parish Council Meeting
held on Monday 18th May 2020
at 7pm

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

In attendance:
The Clerk WSCC Pieter Montyn
1 member of the Public CDC Graham Barrett/CDC Elizabeth Hamilton

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 agree and sign the minutes 20th April 2020 meeting

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

4. Motion to maintain councillor appointments until May 2021

The motion was proposed by Cllr Churchill; seconded by Cllr Glover and unanimously **AGREED**. The chairman said that an added group that needs to be formed and active now is the Neighbourhood Plan Review Group. Cllrs Campbell, Glover, Bush and Pocock will be on the group as well as Mr Clive Barrington, Mr David Thompson and one other who has yet to agree. He will send out a confirmed list of councillor appointments after this meeting.

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

There were no questions from the member of public present, but a resident had reported to the chairman two dead trees along Westlands Lane - possibly Ash dieback disease – and he has put them in touch with WSCC.

Another resident had asked why boats were able to move through the lock but the footpath access was still blocked off. Cllr Montyn is trying to find out either from the access rangers or from the marina. The WSCC ranger for this area is Katharine Eels so the resident could possibly try and contact her directly. Cllr Bush speculated that as the Marina has furloughed its staff it didn't want to open the path and be obliged to clear up all their site machinery. They have acquired a 6 month deferral for the removal of the machinery. He felt that the using social distancing as an excuse was poor, as anyone using the footpath would be in close contact with others.

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

- i. **Notifications of new Planning Enforcement Notices** – the clerk had received a confirmation from CDC that the blocking of the PROW at the caravan park is registered but that it is not considered a priority at this time.
The clerk had also notified enforcement about the riding of quad bikes on the fields of the encampment. This is covered by separate planning law which allows motorised bike racing for 14 days in any calendar year without planning permission.
- ii. **Notifications of Planning Appeals** – there were none received. Cllr Pocock asked if there were any news on the appeal for the encampment. Cllr Hamilton reported that of the 15 High Courts all were shut bar one which was for urgent domestic abuse cases only. She is awaiting further updates.
- iii. **Updates on Planning Enforcements** – Cllr Hamilton reported that the large house in Church Lane which had been instructed to replace the hedging in front of its house, had done so with some young hedging plants, but that most of them had died. She will contact CDC to make sure that the enforcement is repeated as it is still within the time frame.
- iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
BI/20/00981/FUL	Farne House, Court Barn road PO20 7BQ	swimming pool and pool plant room	No Objection with proviso that the dark skies policy is maintained perhaps with appropriate shading with regard to the swimming pool lights and any night time use with parties etc.
BI/20/00859/DOM	the white cottage, sidlesham lane	Demolition of existing single storey bed, dining / kitchen. Erection of two storey extension,	No objection but with same proviso that any roof lights have shades to maintain the dark skies policy

A resident in Bell Lane had contacted the clerk about installing a car port in their garden. Cllr Richardson had said that as this structure would be a separate structure in front of the main wall of the house planning permission would be required.

Cllr Campbell asked about the Broomer Farm application. According to the CDC website this application has been withdrawn.

The Chairman proposed that the council continue the system of reviewing planning applications by using the notes issued by Cllr Richardson as a starting point. This was agreed.

v. Delegated decisions to be noted

Planning application number	Address	Details	Decision
20/00489/DOM	Morello, Cherry Lane, Birdham, Chichester, West Sussex, PO20 7AR	Two storey side extension and alterations.	PERMIT
BI/20/00481/DOM	Ambler , 12A Burlow Close, Birdham, PO20 7ES	Demolition of 2 no. garages, construction of new rear and side extensions.	PERMIT
BI/20/00633/DOM	Waders, Westlands Estate, Birdham, Chichester, West Sussex, PO20 7HJ	Two storey extension with dormer window, loft conversion, roof windows, new canopy to existing main entrance, porch to secondary door, conversion of garage into habitable accommodation and external cladding	PERMIT
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	PERMIT

20/00489/DOM	Morello, Cherry Lane, Birdham, Chichester, PO20 7AR	Two storey side extension and alterations.	PERMIT
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vi. Report back from Birdham Parish Council meeting with CDC Andrew Frost and Toby Ayling re CDC Local Plan and Birdham Neighbourhood Plan. (4 Parish Councillors attended).

Cllr Firmston asked if any councillors had any questions or observations about the meeting. The clerk had circulated the transcript of the meeting.

Cllr Campbell said that with the housing numbers having gone up to 628 it seemed that Birdham was supposed to accept it and find space for them. He felt that Birdham had not been able to advance their case in any way at the meeting. He had some ideas of things that should be done but felt that this would be better discussed at the Neighbourhood Plan Review group meeting.

Cllr Bush said that the meeting had highlighted the gaping holes in the Local Plan review. They had no idea where the Birdham numbers came from. Their argument was inconsistent. They said that the sites in the Housing and Economic Land Availability Assessment (HELAA) were just a list and that it did not sway the view of whether those sites should be developed or not. But when asked how they decide where to put the housing in the service villages they said the capacity was determined by the HELAA. So essentially if the land in the HELAA can take 250 Birdham will have to take 250.

He felt that Birdham needed to make more representation concerning the HELAA.

He went on to say that the Sustainability Appraisal in their Preferred Approach on the CDC website and the Sustainability Appraisal Non-Technical Review both gave Birdham 0 houses. He said that there were quite a few areas where Birdham was not happy including their methodology which prejudices Birdham.

Cllr Glover said that they had been emphatic in explaining that there had to be evidence of harm for a site not to be developed. Evidence would have to be gathered to show the harm which would be caused by the development. CDC has a list of criteria that they have to meet. She agreed that Birdham should “strike whilst the iron’s hot” and write back.

The HELAA is fundamentally biased towards greenfield sites by ruling out all of the brown field sites in Birdham forcing development on greenfield sites. The HELAA is colour coded and it looks as if they have already sanctioned the development on the greenfield site.

Cllr Campbell said that their argument had been that they are not allocating sites but that is not true.

Cllr Bush went on to say that when Birdham had queried the lack of infrastructure they had said that WSCC and Southern Water are the infrastructure providers, not CDC. Cllr Pocock said that in the new National Planning Policy Framework, it clearly states that the planning authority have sole responsibility for infrastructure. Cllr Bush continued that there would be “harm” caused by this development – the environment, the AONB, and the issue of traffic. It was thought that the Interim Position Statement document from CDC might give some protection when it came out.

Cllr Firmston said that Toby Ayling had responded to the councillors at 6.45pm this evening. A house is counted as completed at the “second fix” – it is built but it is not habitable. 125 houses allocated to Birdham was a minimum and if Birdham had space for more they would give Birdham more and even the AONB would not afford protection. Cllr Firmston said that his view of the meeting had been that there is a lot to cause concern.

Cllr Bush said that Toby Ayling had not done what Birdham had asked. Birdham specifically asked for their methodology and they have not provided that. Birdham needs to send a robust response.

It was agreed that Cllr Bush would draft a response and forward to councillors.

Action

Cllr Bush

Cllr Firmston said that two developers had been in touch and he was of a mind to send them an email. Cllr Bush said that he felt that a meeting with both would be better where the Parish Council would explain that the proposals do not conform to the Neighbourhood Plan and that the Council will uphold its made Neighbourhood Plan. The meeting would be

properly minuted. Cllr Campbell said that it should be reiterated that the Council has already objected to one of the applications and that view will not change.

vii. **Site for SECAMB to have a response post**

Cllr Richardson said that at the moment nobody has come up with any other site. The issue for Birdham will be the locking down of the overhead barrier when the crew leaves on an emergency. They will pay rent. The Sandel Room of the hall is self-contained. Cllr Pocock said that this wasn't a decision for the council but for the trustees of the hall.

It was agreed that the Parish Council would have no objection as long as the issue of security for the playing field could be resolved.

The clerk will write to SECAMB and put them in touch with Cllr Richardson as trustee of the hall.

Action

Clerk

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

Recorded COVID 19 Cases

There are 1,272 confirmed cases in West Sussex according to the latest (17th May) data from Public Health England, i.e. an infection rate of 148.1 per 100,000 residents. This compares with the figure for England of 244 cases per 100,000 population.

WSCC PPE Stocks

WSCC continues to maintain its own PPE Stocks for its needs and is receiving regular deliveries from suppliers. WSCC has, at the current level of use, enough stocks of basic items to meet demand throughout May.

Hospital discharge and capacity – residential and domiciliary care

There continues to be adequate acute hospital capacity in West Sussex, with no delay in patients requiring a transfer of care, and the County Council can offer temporary assistance to neighbouring systems when required.

WSCC continues to work with others to secure more domiciliary care, care home and nursing home beds, and voluntary services. Work on capacity modelling to support the number of people leaving hospital continues.

Community Hub

Community Hub Front Door went live on the 25th March 2020. Telephone lines are open 8am to 8pm 7 days a week (including Bank Holiday). A total of 9536 calls have been received since launch. Food and essential supplies continue to be the main reason for contact.

The Community Response team have responded to 1313 urgent requests for food, medicine collection and welfare checks since its launch. Working across the County the team provides individual support to those most in need.

Household Waste Recycling Sites

Household Waste Recycling Sites across West Sussex reopened on Monday 11th with relatively light use. Only garden waste and general household waste is currently being accepted and cars are the only vehicles allowed on site.

Return to School

With guidance from WSCC, schools are planning for a phased return from 1st June, with further detail and guidance also coming from the Department for Education. An eased and measured return to school will be preferable to everyone starting at the same time and schools will therefore need to prioritise children according to the numbers that each school can accommodate safely.

Alternative transport

Grant Shapps had issued a statement about freeing up roads for cycling and walking. In West Sussex there has already been a lot of ground covered on this issue and funding has been a stumbling block.

Cllr Pocock said that the traffic island on the Birdham straight at the end of Crooked Lane should be removed and the pavement made wider for walkers and cyclists. Cllr Firmston asked Cllr Pocock to do some further research first and put forward a proposal for the next meeting. Statistics on road use are available from the Dept. of Transport website which has an Annual Average Daily Totals (AADT) section. Currently there are 16500 cars a day on this road. (8000 in each direction). The Chairman thanked Cllr Montyn for his report.

8. To receive reports from CDC members for Birdham – Cllr Barrett

Members Bulletin

The Parish Council had received this month's Bulletin at the beginning of May.

Planning Committee

Two virtual meetings have successfully been held and Parishes need to keep a close watch on the progress of new applications. Applicants are submitting revised plans at the last minute and case officers are not always restarting the 3 week delay for comments from that date.

Parking Issues

During the shutdown CDC and private coastal car parks have been closed and this has brought about illegal parking. Over the past week around 25 penalty notices have been served. The CDC coastal car parks are now being reopened.

Council Meetings

The Annual Council meeting will be held remotely on Tuesday 19th May. The next Development Plan and Infrastructure Panel to debate the emerging Local Plan will be held on Tuesday 26 May.

Press Releases and Public Relations

CDC have been issuing material on a regular basis and if you have any issues you would like to be raised please let me know.

The Chairman thanked Cllr Barrett for his report
(Cllrs Barrett and Montyn left the meeting at 8.20pm)

To receive reports from CDC members for Birdham – Cllr Hamilton

Cllr Hamilton added that the latest update this afternoon from CDC was that the live video-streaming of the Council meetings will take place as from tomorrow (Tuesday 19th May). There is a council meeting tomorrow if anyone would like to listen in.

9. Clerk's report

The clerk had just received an email from WSCC to say that cheques for the Operation Watershed works were in the post and she would be contacting Landbuild as soon as received to start the works.

- i) Internal Auditor's report** – Cllr Richardson said that the auditor had mentioned that the Facebook page was not used, and he said that the webpage was not up to date. Cllr Glover said that she would be happy to take over the facebook page. The clerk said that the website was up to date with agendas and minutes and Coronavirus. When she had time she would look at the rest. It was agreed however not to do anything until the Electors' Meeting when they could discuss with residents how they would like to engage with the council. The internal auditor had also mentioned the employment of Satswana as DPO . The clerk is looking into it.
- ii) Appointment of Internal Auditor for 2020 – 21** - Cllr Campbell proposed and Cllr Richardson seconded the appointment of Ms E O'Flanagan as internal auditor for the 2020 – 21. Unanimously **AGREED**
- iii) Approval of Annual Audit** – Cllr Pocock proposed and Cllr Churchill seconded the approval of the Annual Audit. Unanimously **APPROVED**
- iv) Approval of Standing Orders/Financial Regulations/Asset Register/ Risk Assessment**
Cllr Churchill will do regular visits of the playground and note in a book the condition of the equipment for the Asset register. The clerk said that all assets on the register should be

regularly checked and noted on the register. Cllr Pocock said that all the assets should be noted on Parish Online.

Cllr Churchill proposed and Cllr Campbell seconded the approval of the Financial Regulations/Asset register/risk assessment (Standing Orders already approved at last meeting). Unanimously **APPROVED**

- v) **Approval of purchase of laptop for clerk** – this had already been approved at the last meeting – the clerk just confirmed the upgrade to i7. Cllr Firmston confirmed that the clerk will move to MS365 with immediate effect and then the implementation of MS365 on councillor laptops will be phased in over time.
- vi) **To approve the Payments for consideration** Cllr Firmston informed the council that the fencing cost with Lake Road fencing was for the bequest emergency fencing at the end of March. Cllr Churchill proposed and Cllr Hamilton seconded the payments for consideration. Unanimously **RESOLVED**
- vii) **To approve Financial report to include Bank reconciliation.** Cllr Firmston brought to the attention of the meeting that the ring-fenced funds on the Bank reconciliation include the NHB and CIL funds held by Birdham Parish Council. There is still a considerable amount of S106 for Birdham but it has to be applied for. Cllr Churchill proposed and Cllr Hamilton seconded Financial report. Unanimously **RESOLVED**
- viii) **Update on GDPR** – already covered
- ix) **Playground tractor – confirmation of item** It was agreed to go for the Playdale tractor as a mid-range price item. Cllr Glover will research the installation costs which were not included in the quote and a specification for installation will be obtained from Playdale. The tractor could be surrounded by chips, grass or “wetpour” – the specialist play area ground covering. Cllr Glover brought to the attention of the meeting the poor condition of two items in the play area. This was noted and it will be considered whether these can be removed.

Action

Cllr Glover

- x) **Correspondence received by clerk/other information of note** – already covered

10. CIL and NHB awards:

There are now two projects which could qualify for the NHB award. The bus stop in Bell Lane, or the interpretation boards for triangle pond. It was agreed that the bus stop would be of greater benefit to the community – especially children waiting for the bus to go to school which does not offer any shelter at the moment. Cllr Pocock proposed and Cllr Glover seconded the proposal for the bus shelter for the NHB funds. The clerk to apply using the information from Cllr Glover.

Action

Clerk

11. Councillor Reports

- i) **Play area and playing field** – the latest government guidance says that Playgrounds must still remain SHUT at the moment
- ii) **Village Green and pond** – the interpretation boards are being designed and there has been a response to the request for volunteers – 4 or 5 people are willing when meeting up is allowed again
- iii) **Communication Working Group** – perhaps another newsletter could be issued in the winter months which could contain information from the Neighbourhood Plan review
- iv) **Community Resilience** – Cllr Firmston has a couple of items to add and then the plan can be distributed.
- v) **MPAG** Cllr Glover reported that in her letter to MPAG Gillain Keegan MP had written to say that there was hope of a consultation process for the A27. However, later reports from other sources seemed to contradict this, so they are looking for clarification. They have been working with the Save Our South Coast group although they are a separate entity. MPAG is concerned with the Manhood.

12. Reports of meetings attended by councillors Already covered

13. Items for inclusion on the next agenda

Data Protection Officer

Destruction of grass verges

14. Date of next meeting

The next meeting of the Parish Council will be on Monday June 15th 2020 and will be held remotely.

There being no further business to discuss the meeting closed at 9.10pm

Signed: _____
Tim Firmston - Chairman

Date: _____

**Birdham Parish Council Financial Statement
Meeting 18th May 2020**

Balances on accounts:

Current account	11323.06
Deposit account	140680.15
NS account	7041.84
Total	159045.05

Received since last meeting

Precept	25304
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Paid since last meeting

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 subscription	50
Total	2671.89

Payments for consideration

B Geary litter picking	70
Clerk's salary april	583.76
nest pension march	51.07
nest pension april	51.07
e o'flanagan auditor	228
Lake Road Landscaping	600
Total	1583.9

Bank accounts as of 11th May 2020

Current Account	11323.06
Deposit Account	140680.15
National Savings	7041.84
unpaid cheques	
Total	159045.05

Opening balance 1st April 2020	136412.94
add receipts in the year	25304
less expenditure to date	2,671.89
Balance	159045.05

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	27782.15
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Signed: *IxWhitaker - Clerk*
18/05/2020