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Minutes of the Remote Meeting of the Parish Council
held on Monday 20th July 2020 at 7pm

Present: Cllr Tim Firmston (Chair), Cllr Elizabeth Hamilton (Vice-Chair)
Cllr Laurie Pocock, Cllr Rachel Glover, Cllr Barry Richardson, Cllr
Graham Campbell

In attendance:

The Clerk WSCC – Cllr Pieter Montyn
CDC – Cllr Graham Barrett 1 member of the public

1. Apologies

Cllr Gordon Churchill, Cllr Bush

2. Declarations of interest

- i. Cllr Glover declared an interest for item 9iv
- ii. There were no dispensation requests

The Chairman said that the Declarations of Interest of all Councillors were now online as there had been a couple of omissions. Any changes to Councillors' situation with regard to interests should be notified to the clerk.

He also reminded Councillors to declare all interests at the beginning of the meeting and to check that these interests had been duly noted in the minutes of that meeting.

3. Minutes – to agree and sign the minutes of 15th June 2020.

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

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

Cllr Campbell asked a question on behalf of a resident unable to attend the meeting. He asked that the Clerk write to Mr Sam Langmead and ask him to trim his roadside hedges along Church Lane in the autumn.

Action	Clerk
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The Chairman moved that Item 6 should be discussed now as Cllr Montyn had to leave to attend another meeting.

Item 6 – To receive a report from WSCC member for Birdham

Cllr Montyn thanked the Chairman. Last week the report from WSCC on the Covid update was circulated. The latest update is that the number of tested and proven cases has increased. The number for W Sussex is 2739 and in Chichester district 276 which is a small increase. Thankfully there have been no further reported Covid deaths in Chichester district within the last three weeks. The recorded deaths in W Sussex are 317 and in Chichester district 80 which stays the same as previously.

Cycle Route

For those interested the Temporary Traffic Regulation Order for the new cycle route in Chichester was published last Thursday. Details of the route can be found within the TTRO. This will be operational for 18 months.

PROW Inspections

These will start in October for Birdham and any maintenance for which the County is responsible will take place from December.

Libraries

These are now functioning well under the new system (for further information <https://arena.westsussex.gov.uk/web/arena/currentoffer/>)

Ministry of Justice

Pop-up courts will be held in the District Council building as previously. The justice system is slowly getting up and running again.

Landbuild to start works in Crooked Lane

Landbuild will begin works on Monday 27th with traffic light system.

Cllr Montyn said that anyone who needed further information or to ask any questions were welcome to email him.

End of report

(Cllr Montyn left the meeting at 7.10pm)

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

- i. Notifications of new Planning Enforcement Notices – there were none received
- ii. Notifications of Planning Appeals – there were none received
- iii. Updates on Planning Enforcements – there were none received.

Cllr Pocock said that the Birdham traveller-site case would be heard in the Supreme court early next week. He asked whether the Court was streamed online. Cllr Glover said that most court hearings are in the public domain, but it wasn't known whether this hearing had been asked to be closed to the public or not. Cllr Hamilton will ask the CDC solicitor.

Action

Cllr Hamilton

Cllr Barrett reminded the meeting that this court action only applies to one section of the site and that the remaining three plots were not included.

Cllr Richardson said that he had learned that in future CDC will not issue written notices to neighbours of prospective planning applications. It will be up to the neighbour to "see" the notice posted by the proposed

developer. Some notices are poorly displayed and not legible or even hidden. This was not a transparent way to proceed.

iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
BI/20/01289/DOM -	Waders, Westlands Estate	Extensions, alterations, and refurbishment to existing house. New garage.	Harbour conservancy has no objection; the Environment Agency are requesting a bat survey. There is an issue with roof lights and the dark skies policy and there needs to be confirmation that the garage will not have accommodation on the first floor, nor be able to be sold separately. NO OBJECTION SUBJECT TO CONDITIONS
BI/20/01482/DOM	Tides Reach, 30 Greenacres	kitchen extension	Neither Natural England nor Harbour Conservancy have any objections. Dark skies policy must be upheld. NO OBJECTION SUBJECT TO CONDITIONS
BI/20/01393/PDDA	Chichester Yacht Club Chichester Marina Birdham Chichester	Class DA takeaway	No comment needed.
BI/20/01130/FUL	Plovers cottage Batchmere Lane	erection of 3 bed bungalow	Prior Approval means that redundant agricultural buildings can be converted to residential. The only grounds for objection are on size, design or location within the site. OBJECTION ON GROUNDS TOO BIG FOR PLOT
BI/20/01588/PA30	Allman Property Partnership Cedar Barn	Change of use of a building and any land within	NO OBJECTION

	Birdham Road Birdham Chichester	its curtilage from Office (B1) to 1 no. Dwelling house (C3).	
BI/20/01616/DOM	Ambler, 12A Burlow Close PO20 7ES	Demolition of 2 no. garages, construction of new rear and side extensions and new garage.	NO OBJECTION

v. Delegated decisions to be noted

Planning application number	Address	Details	Decision
BI/20/00981/FUL	Farne House, Court Barn road PO20 7BQ	swimming pool and pool plant room	PERMIT

Cllr Richardson will keep an eye on the planning applications during August. Any possible contentious applications will be flagged, and an extension asked for.

vi. Update from Neighbourhood Plan Review working party to include resolution to appoint consultants

The NP review group has put in an application for a grant from Locality. They have applied for just under the maximum allowed of £10K.

They are looking to pay a consultant for 13 days to review sites after they have put out a call for sites. They will do this by contacting land owners who are interested – currently about 5 or 6. They will also put on the website and issue notices. There will be a set of criteria which have to be met.

The group has started to look at the policies in the plan and to decide which should stay and which should go.

They will be communicating with CDC all the time and letting them know what they are doing.

They are going to commission a housing-needs' survey and to consider the land bequest for housing.

Cllr Campbell said that if a Multi-Use Games' Area or a football field were wanted by the community, now would be a good opportunity to consult. However, the team wishes to have the site evaluation before consulting with the village. He said that anything that will improve the village will be a good thing and they need to find out what people really want to be done with the field.

Cllr Campbell proposed that the grant applied for should be used to pay consultants for the Neighbourhood Plan Review. Seconded by Cllr Glover and unanimously **AGREED**.

Cllr Richardson asked if the housing numbers of already built houses in Birdham had been reconciled with CDC's numbers? Cllr Campbell said it was an ongoing discussion. One of the most important issues to discuss with CDC was the classification of "Brownfield" site and this needs to be agreed.

Two articles concerning proposed changes in planning law had been circulated by the Clerk. The Clerk to ask Cllr Churchill to research more deeply and to report back at the September meeting.

Action

Clerk

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

Already covered

7. To receive reports from CDC members for Birdham

Cllr Barrett said that he would take the comments about planning notices to the officers concerned.

Cllr Barrett had previously circulated his report:

Overview & Scrutiny Committee 30 June 2020

Topics debated included:

1) Covid 19 Recovery Plan and Future Services Framework. Within this action plan topics included Community and Housing Recovery, Economic Recovery, Organisational Recovery, Planning, Health and Environmental Protection Recovery, Post Recovery, Partnership Working and Governance. A key concern raised was the need to draw £8M from reserves this year to address the impact of the pandemic. This is a live document and will be reviewed every 3 months with changes made as the situation evolves.

2) Vision Review and The High Street Recovery and Transformation. This addressed the Vision programmes within Chichester District. Locally we have the Selsey Vision Group and the Bracklesham and East Wittering (BREW) Group. At the meeting the Selsey representative suggested the groups should merge and form a Peninsula Wide Group. I opposed this as I felt that this should be the decision of the local group.

3) Asset Transfer Policy. This addressed the disposal of land and property no longer required by the Council.

4) Community Safety Review. The Task and Finish Group included a representative from the Police and addressed Reducing Local Crime, Exploitation, Support to Communities, Road Safety and Increasing Public Confidence. Interestingly the Police representative reported that there had been a positive increase in the number of both Officers and PCSO's. This caused concern as the Witterings have yet to see the evidence of this and I am currently following up on this point.

Parking Issues

Following the many issues that arose during the hot spell, where CDC's Civil Enforcement Officers spent great deal of time serving parking tickets on the hundreds of illegally parked vehicles whilst facing abuse and threats from motorists, a meeting was called by West Wittering Estates to address the issues. The meeting attendees included Councillor from WSCC, CDC and the local Parish, CDC Officers and the Police. Meeting notes will be issued. The outcome clearly demonstrated that there was a total lack of Police support during the difficult times and this matter is being taken up with the Police. Of main concern was the lack of PCSO support as the Witterings have 1.5 FTE's of support.

Interim Planning Statement

He said he would be happy to pass on any comments to the Officers at CDC. (NB Birdham Parish Council has submitted its comments to CDC).

Cllr Barrett reported that East Wittering and Bracklesham wish to be downgraded from a settlement hub to a service village. They cannot support the employment locally.

Birdham is a service village but getting settlement hub numbers.

In relation to property that CDC owned Cllr Campbell asked whether CDC owned any shopping malls? CDC does not but they own some shops in Chichester as well as sites in Terminus Road and on Barnfield. These sites are all owned outright.

Cllr Glover commented that she felt that the traffic was slightly better since the introduction of "pay in advance" for West Wittering car parks. She felt that the system was working well for Birdham.

Cllr Barrett said that at the moment 2500 tickets are being sold out of a 5000 full capacity.

End of report

Cllr Barrett left the meeting at 8pm.

CDC – Cllr Hamilton

Cllr Hamilton informed the meeting that CDC will be holding its full council meeting by video platform at 2pm tomorrow which will be streamed live if anyone wished to watch.

8. Bus stops – to discuss location

Cllr Glover was not sure that the New Homes Bonus allocation would still be forthcoming given the £8 million deficit at CDC. Cllr Hamilton confirmed that this year's allocation would be, but not in the following year as the money may be used as recovery money.

Although the bus stop location is slightly outside the settlement hub its need is quite clear and residents have supported the need for this shelter. In the future it would be a good idea to put a similar shelter on the other side of the road and it might be possible to use the CIL money for this.

The clerk said that the application would go to committee in September (usually) and the council should have a response shortly afterwards.

9. Clerk's report

i) Correspondence

a) Laptop

The clerk asked if the council wished to have the hard drive of the old council computer professionally wiped (£10) and the network access port replaced. This would make the laptop usable for councillors or other groups.

The councillors agreed to have the disk wiped professionally and the port mended but that the laptop should be donated to a school. A school in need could be identified on the BBC “make a difference “site.

b) Training

Councillors agreed to the training (by remote video platform) for Cllrs Richardson, Glover and the Chairman. (£30 per session)

c) Tree Warden

The clerk said that recently there had been a well-publicised court case where a Parish Council had been sued over damage caused by one of its trees. She said that given the recent visit by Chichester Tree services and the problems identified with several trees (particularly the poplars next to the A286) that the council should start some form of regular inspections. The Forestry Commission recommendation was at least annually.

Cllr Firmston will meet with Chichester Tree services regarding the poplars.

Following that some quotes should be obtained for a qualified person to do the annual inspection.

It was asked if the poplar trees (if removed) could be replaced with something more suitable. Cllr Firmston will discuss with John Hayes of CTS.

Action	Clerk
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ii) To approve updated Birdham Parish Council Asset Register

The clerk had omitted to add the new laptop in the register sent to councillors. The asset register was approved.

iii) GDPR – update.

The clerk has sent out the new login instructions for Councillors to access their new email accounts. She asked that from now on ALL council business be dealt with through this account.

iv) Trimming of “new hedge” and other hedges on Recreation Ground

Cllr Glover had declared an interest for this item as she is related to the contractor.

It was agreed to ask AMS to trim all the hedges in the autumn on the recreation ground. The clerk will also ask them to do the ditch which runs alongside the A286. The clerk to ask Jane Reeve about trimming the weeds around the village pond.

Action	Clerk
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v) To approve the Payments for consideration

The payments for consideration were proposed by Cllr Pocock and seconded by Cllr Campbell. Cllr Richardson had not received the documents and abstained.

RESOLVED by the remaining councillors.

vi) Expenditure to date and bank reconciliation- circulated.

Cllr Pocock asked about the login details for Parish Online – he had tried to login but had been unable to. Clerk to find the login details and forward to him

Action	Clerk
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10. Reports:

i. Play area and playing field – to resolve installation of play equipment

Cllr Glover had received the quote from Playdale. She is awaiting two further quotes from more local companies. The clerk confirmed that there is enough money in the fund to pay for the installation.

It was agreed that the strengthening of the fence next to the Scout hut should be further investigated as well as the mending of the play area fence.

Action

Cllr Firmston/Clerk

ii. Village green and pond – to include interpretation boards

Cllr Firmston had circulated the latest updates to the interpretation boards and had forwarded to Jane Reeve. The boards are now being made and then will be installed.

iii. Community resilience

Cllr Firmston had forwarded to all those who should have a copy (WSCC and CDC). Any councillor requiring a hard copy should let him know otherwise he will issue digital copies.

Action

Cllr Firmston

iv. Manhood Peninsula Action Group

Cllr Glover is still happy to be the MPAG representative for the council. She said they were still working on lobbying campaigns and still trying to get other Parishes involved. There would soon be a “call to arms” with a change of members from Selsey. East Wittering and Bracklesham are following their own course but it is not clear why. At the moment the group is keeping on at the MP G Keegan and lobbying for better infrastructure within the Local Plan. As a group they are trying not to get too involved with the South Coast Alliance, which is a similar group but which is not based on the Manhood. Cllr Glover is on the working group MPAG but more as an observer keeping Birdham informed.

11. Reports of meetings attended by councillors

The Village Hall trustees are awaiting a second meeting with the South East Coast Ambulance service to discuss the possible hub at the village hall.

12. Items for inclusion on the next agenda

Tree inspections

13. Date of next meeting

The next meeting of the Parish Council will be on Monday 21st September at 7pm on a remote video platform. Cllr Hamilton will chair the meeting as Cllr Firmston will be away.

There being no further business to discuss the meeting closed at 9.02pm

Signed: _____
Tim Firmston - Chairman

Date: _____

**Birdham Parish Council Financial
Statement
Meeting 20th July 2020**

Balances on accounts:

Current account	46507.11
Deposit account	140747.91
NS account	7041.84

Total 194296.86

Received since last meeting

vat repayment	7461.61
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Paid since last meeting

B Geary litter picking	70
Clerk's salary may	583.56
Nest pension may	51.07
Data protection office	180
Adrian Dover	132
Adrian Dover	80

Total 1096.63

Payments for consideration

Clerk salary	817.76
Home office allowance 3 months	112.5
Council running costs	134.13
nest	51.07
PWLB	8591.04
Adrian Dover	60
Adrian Dover	20
salc cllr training Cllr Richardson	36
salc cllr training Cllr Glover	36
St James Churchyard maintenance grant	325
sse	714.56
mh kennedy & son (paid in June)	500.76
mh kennedy & son (paid in June)	500.76
betty geary	70
National Playing field association	35
Zoom	43.17
chichester tree services	240
New laptop	683.33
MS 365	112.8
Support	600
domain registration	80
vat at 20%	295.23

Total 14059.11