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Minutes of the Remote Meeting of the Parish Council
held on Monday 16th November 2020
at 7pm

Present: Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice chair) Cllr Graham Campbell, Cllr Pocock

Absent: Cllr Bush, Cllr Glover, Cllr Churchill

In attendance:

The Clerk

CDC – Cllr Graham Barrett

CDC – Cllr Susan Taylor

CDC – Cllr Elizabeth Hamilton

1 member 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 agree and sign the minutes of 19th October 2020 meeting

The minutes, with the following amendment, were proposed by Cllr Pocock, seconded by Cllr Cambell, and unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman. Item 10 para 3 “an article was in the sailing press” (not Sunday press).

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

There were none

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

No report

6. To receive reports from CDC members for Birdham

i. Cllr Susan Taylor:

Concerning the CDC Local Plan Cllr Taylor reported that both the Housing and Economic Land Availability Assessment (HELAA) and the Housing and Economic Development Needs Assessment (HEDNA) have both been published. She stressed that the HELAA shows sites that are deliverable but that does not mean that they will be. This does not stop any developer putting forward to CDC any other land. It just means that if the land does not figure in the HELAA CDC will have a stronger case. She also said that there had been reports in the press that the Government was looking at amending its algorithm on housing numbers, but that there were no other official reports which confirmed this. She said that the housing allocation for Chichester would be out soon, but she was unable to say exactly when it would be in the public domain.

Cllr Pocock questioned the rationale which decreed that West and East Wittering had no scope for development but that Earnley whose elevation is the same, had scope for 300. Cllr Taylor could not

comment on that issue precisely, but she did say that the HELAA was based on Environment Agency predictions of flooding and erosion.

ii. Cllr Graeme Barrett

Cllr Barrett had previously circulated the Members’ Bulletin to councils. He said that if anyone had any questions to contact him.

iii. Cllr Elizabeth Hamilton

Cllr Hamilton reminded everybody that there would be no “**Park and Ride**” service in Chichester this Christmas, but the multi-storey car park would be free every weekend until Christmas.

7. 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 – current enforcements circulated to councillors**
- iv. Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/20/02589/DOM -	Creekside , 28 Greenacres, Birdham, PO20 7HL	Demolition of garage, single storey extension, renovations of existing dwelling. Detached garage	NO OBJECTION
BI/20/02184/DOM	Nightingales, 1 Florence Close	Single storey rear extension and change of use of loft to habitable accommodation.	NO OBJECTION BUT WITH CONDITION THAT DARK SKIES’ POLICY IS ENFORCED WITH REGARD TO ROOF WINDOWS
BI/20/02476/ELD -	Inchgower , Birdham Road, Birdham, PO20 7HS	rebuild front façade with alterations to fenestration	NO OBJECTION BUT THE COUNCIL CONSIDERED THAT IT WOULD BE A MATTER OF GREAT REGRET THAT THIS CHARACTERFUL PROPERTY SHOULD BE LOST TO BIRDHAM
20/02236/OUT	Earnley Concourse	Outline application	BIRDHAM PARISH COUNCIL FULLY SUPPORTS THE OBJECTION MADE BY EARNLEY PC. IN ADDITION, A REQUEST THAT MORE THOUGHT IS GIVEN TO DEVELOPMENT AROUND THE MEDMERRY ALIGNMENT AND ITS FUTURE POSSIBLE DESIGNATION AS SPA WILL BE CITED.

v. Delegated decisions to be noted

Planning application number	Address	Details	Decision
BI/20/02125/DOM	Farthings Westlands Estate Birdham PO20 7HJ Renovation and extension of existing dwelling	NO OBJECTION	PERMIT

(Cllr Barrett left the meeting at 7.45pm)

8. Birdham Neighbourhood Plan Review 2020 – 2035

Cllr Campbell reported that the main focus of the group had been on the “Call for Sites” and 5 sites were submitted. All of these sites except one figure in the HELAA. They have been sent to the planning consultant and the group has included all the sites in the HELAA as well as the five. The consultant is evaluating the time and cost of assessing these sites and will come back to the group shortly. It is important that it is done in the best possible way for the village.

They have also been looking at formulating design codes to try and stop the development of identical houses in on a large scale being forced on the village but instead have houses more suited to Birdham.

Cycling routes: Cllr Pocock said that they seemed to have been able to start pulling together the strands of all the different issues on getting a cycle route. They have spoken to WSCC and had a conversation with the Chichester Canal Society. The Society sees no reason not to put a cycle lane between Birdham and Hunston. Their view is that the narrow piece of land behind the houses could be widened by some

form of cantilever out over the canal. With this obstacle out of the way there is no reason not to complete the cycle route. Cllr Pocock said that they were “inching” up the WSCC list. They had also had discussions with the Harbour Conservancy, and they are putting together plans to divert Salterns Way. It will go past Travis Arnold and then go straight across to join up with Redlands Lane, going alongside the conservation meadow.

The chairman offered thanks to Cllrs Pocock and Cambell for the work of the group.

9. WSALC:

i. Attendance at AGM 2nd December 2020 10am (Remote meeting)

The clerk had previously circulated a document with a sample of some of the many emails from various member councils on the WSALC “Value for Money” review. Two Parish Council representatives should attend. The Parish Council reviewed the letter from Tony Steer WSALC Board Member and his proposed Resolutions for the WSALC AGM.

It was unanimously **RESOLVED** to appoint Cllr Tim Firmston and Cllr Graham Campbell as representatives of Birdham Parish Council to WSALC and for them to **SUPPORT** the motions proposed by Tony Steer, that is:

- o The Company Directors cease to progress the current value for money study.
- o The Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.
- o The company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework
- o That the current Chairman and Vice Chairman of WSALC stand down.

The grounds for opposing any change to the status quo are:

- 1) Overall satisfaction with the service, performance, and price of SSALC Ltd to c140 Parish Councils in West Sussex
- 2) The cost and value of SSALC is established, proven and irreplaceable
- 3) That to establish WSALC with new staffing, new offices, new legal status and smaller subscriber base, will not be cost effective for West Sussex Parish Councils, plus the impact on our neighbours in East Sussex and Surrey Parish Councils.
- 4) That a proposal that has its origins in internal disputes is not a foundation on which WSALC should incur expense, time, nor disruption to the satisfactory structure and workings of SSALC to the detriment of the three constituent parts.

ii. WSALC Survey: responses and comments

It was agreed to await the result of the WSALC AGM before considering whether to complete the survey.

iii. Motion to clarify BPC position in view of forthcoming vote in January 2020

Again, it was agreed to await the result of the WSALC AGM before considering a position to be taken.

10. Clerk's Report

i. Correspondence

The clerk had received several requests for surveys to be completed:

- WSCC Transport Plan – **clerk to forward to Cllr Pocock**
- Proposals to help improve rented housing standards
- Soft sand review – Joint minerals Local plan
- Visit Chichester – local tourist website which has received large grant from CDC – virtual presentation 17th November at 10am

Other correspondence received:

- Chair of Chidham and Hambrook wishes to join forces with other Parish Council's re CDC's late implementation of Local Plan.

Cllr Taylor said that Chidham and Hambrook had invited Eileen Lintell and Andrew Frost to a meeting which had been very aggressive, and essentially their view had been “why us, we have

nothing to offer". Cllr Taylor said that Chidham had a railway station and was situated on the A259. The provisional housing numbers were made, and they are furious as they have been allocated 500 homes. The clerk mentioned that Chidham and Hambrook's made Neighbourhood plan had an allocation of 25 homes. Over 250 homes had been built in the last few years and this latest allocation of 500 in a service village completely negated the plan, so their anger was perhaps justifiable and called into question the concept of Localism.

Cllr Taylor said that it was government who imposed these numbers and with no plan there is a presumption in favour of sustainable development. Without the proof of the evidence base, these numbers cannot be challenged.

It was felt that each parish council should be making its own comments and representations to CDC and that it would not be helpful to join forces with Chidham and Hambrook.

Birdham asked Cllr Taylor to make sure that CDC kept the pressure on government to change the numbers.

- A local resident had written asking for a speed reduction for the Birdham Straight – the clerk had advised her to contact WSCC or Mr David Thomson for traffic calming. This request could be put into the "wish list" section of the Neighbourhood Plan. **The clerk to forward to Cllr Campbell.**
- Gillian Keegan had responded to the Birdham Parish Council submission to the government white paper Planning for the Future. (Circulated to councillors)
- The clerk had sent in a sidings request for the Birdham straight to Chris Stark at WSCC. He had replied that the budget for this year was already used up but that he would put it on the list for any further allocations.
- Any local businesses that have had to close because of Covid could apply to CDC for a grant under the local restrictions support grant scheme. Anyone interested should contact CDC directly.
- Watershed – the clerk is waiting for the technical spec from Landbuild for the two watershed applications. A resident had forwarded photos of the flooding which took place this weekend in Crooked Lane at the same place as last year. The clerk forwarded these to Sue Furlong at CDC who in turn has forwarded to Ray Drabble.

Cllrs Firmston and Pocock to meet with Tom Elphick from Landbuild at the end of this week.

(Cllr Taylor left the meeting at 8.20pm)

ii. To approve the Precept Calculation for 2021 – 22

The clerk had circulated Version 3 of the budget to all councillors but a further couple of savings had been made and she showed version 4 on the screen. Version 4 reduces the precept increase to 13.35% (an increase of £8.05 per annum per tax band D household). She pointed out that the addition of the £4500 for the mobile waste facility site was responsible for over half of this increase.

Version 4 of the precept calculation was proposed by Cllr Pocock and seconded by Cllr Campbell and unanimously **RESOLVED**.

iii. Payments for consideration – the payments for consideration were proposed by Cllr Campbell and seconded by Cllr Pocock and unanimously **RESOLVED**.

iv. Bank reconciliation – circulated

Cllr Firmston thanked all those who had signed the bank papers and the National Savings Trust papers which have now been forwarded to them.

Cllr Firmston also informed the meeting that a former asset of the Parish Council (the HP laptop) had had its hard drive professionally wiped and the laptop had been donated to Birdham Primary School.

The new Noticeboard has been delivered and Deepen at the shop is happy for it to be in the same place as the last one. Cllr Firmston is looking for a handy person to fit it.

11. Councillor Reports:

i. Play area and playing field

The new tractor and trailer for the play area is due to be installed on Thursday 26th November. Cllr Firmston will be able to meet them on site and Mrs Geary will give them the keys to the village hall, the barrier, the field and the play area. Day to be confirmed.

Cllr Firmston reported that a resident from Longmeadow Gardens had vehemently complained about the trimming of the hedges that give onto the recreation ground. The hedges belong to the residents, but the Parish Council trims them to keep access and the recreation ground tidy. The other residents are happy. The resident concerned says that the flailing caused debris to fly all over her garden and into her greenhouse and says that the hedge is not to be touched again. The clerk is awaiting a quote to see how much more expensive it would be to use a finger cutter and have the arisings gathered up. It is likely to be prohibitive. The clerk is to write to the resident laying out her options.

Action

Clerk

ii. Village green and pond/condition of Village Drain/Ditch network

The specific species surveys have now ceased for the winter. The volunteers will still meet up on the first Friday of the month at 9.30am at the ponds. All are welcome.

At the weekend there was flooding from the new pond, but this coincided with the highest tide of the season and a lot of rain.

iii. Communication working group

Cllr Firmston had sent out a list of possible items and is still looking to produce a Spring Newsletter

iv. Community resilience

No report

v. Manhood Peninsula Action Group

No report

12. Reports of meetings attended by Councillors – no meetings attended

13. Items for inclusion on the next agenda

Mobile Waste facility contract

Report back from WSALC meeting

14. Date of next meeting

The next meeting will be on Monday 21st December 2020

There being no further business to discuss the meeting closed at 8.49pm

Signed: _____
Tim Firmston - Chairman

Date: _____

Birdham Parish Council Financial statement Meeting 16th November 2020

Balances on accounts:

Current account	56876.21
Deposit account	140785.12
NS account	7041.84
Total	204703.17

Received since last meeting	45
	45

Paid since last meeting

betty geary	litter picking	70
I whitaker	salary	661.76
nest	pension	51.07
I whitaker	office allowance	112.5
Council running costs	tel/stationery	90.35
zoom	3 months	43.17
Royal British Legion	11th Nov	19.25
Playdale Playgrounds	deposit	2872.2
Rospa Play safety	inspection	111.6
access by design	web hosting	180
M H Kennedy and son	grass cutting	250.38
ICO	fee	40
see	electricity	343.8
graham campbell	NP review	41.11
	Total	4887.19

Payments for consideration

B Geary	litter picking	70
Clerk Salary		765.58
Pension		52.48
A Dover	Sep bus stop and grass cut	220
A Dover	Oct bus stop and grass cut	100
Local Council Update	sub (50%)	50
SLCC	sub (50%)	90
m H Kennedy and son	grass cutting	250.38
sse	electricity	143.82
noticeboard company	noticeboard	325.2
salc	training (remains as credit)	36
process matters 2	neighbourhood plan	250
	Total	2353.46

Birdham Parish Council		Precept Calculation 2021 - 22							
		Budget						Proposed	
Revenue Account		2020- 2021	YTD	Available	Projection	Carried Fwd		Budget	
								2020-2021	
Administrative Expenses									
1	Clerk's Salary	9023.04	7407.33	1615.71	9023.04	0.00		9113.27	
	+ Home/Office Allowance	450.00	337.50	112.50	450.00	0.00		450.00	
	National Insurance - Employer	130.00						131.30	
	Workplace Pension - Employer 3%	270.69		270.69				273.39	
	Workplace Pension - Employee 5%			0.00					
2	Council running costs (telephone/broadband/stationery)	450.00	409.16	40.84	547.00	-97.00		500.00	
3	Audit Fees	700.00	228.00	472.00	609.00	91.00		750.00	
4	Data protection officer/ICO	0.00	302.80	-220.00	220.00	-220.00		220.00	
5	Insurance	1375.00	1255.69	119.31	1255.69	119.31		1260.00	
6	Loan Repayment	17182.08	8591.04	8591.04	17182.08	0.00		17182.08	
7	Hire of Hall for Council Meetings	0.00	0.00	0.00	0.00	0.00		0.00	
8	Chairman's Discretionary Fund	25.00	0.00	25.00	0.00	25.00		25.00	
9	Training for Councillors	300.00	120.00	180.00	110.00	190.00		200.00	
10	Councillors' Travel Expenses	50.00	0.00	50.00	0.00	50.00		10.00	
11	Subscriptions & Memberships NALC/SALC	700.00	717.36	-17.36	700.00	0.00		720.00	
12	Charitable Contributions & Donations	500.00	369.25	130.75	369.25	130.75		250.00	
13	Manhood Pen Partnership	450.00	438.00	12.00	438.00	12.00		450.00	
14	Election Contingency	325.00	0.00	325.00	0.00	325.00		0.00	
15	Publications	250.00	0.00	250.00	70.00	180.00		50.00	
16	Parish Newsletter	350.00	0.00	350.00	50.00	300.00		350.00	
17	Community Resilience	100.00		100.00	25.00	75.00		50.00	
		32630.81	20176.13	12407.48	31049.06	1,181.06		31985.04	
Land Maintenance									
18	Grass Cutting	2318.00	1771.90	546.10	2318.00	0.00		2390.00	
19	Hedges and Ditching	2000.00		2000.00	2000.00	0.00		2060.00	
20	Playing Field & Play Area Repairs & Maintenance	1500.00	2721.50	-1221.50	2721.50	-1,221.50		500.00	
21	Maintenance of Football Pitch	0.00		0.00	0.00	0.00		0.00	
22	Churchyard Maint - Grant	325.00	325.00	0.00	325.00	0.00		325.00	
23	Village, Triangle & Kingfisher Ponds Maint	1500.00	988.00	512.00	1088.00	412.00		750.00	
24	Culvert & Ditch Maintenance	3500.00	0.00	3500.00	3500.00	0.00		3500.00	
25	Collection of Litter	840.00	560.00	280.00	840.00	0.00		840.00	
		11983.00	6366.40	5616.60	12792.50	-809.50		10365.00	
Street Lighting									
26	Energy	1545.00	2009.01	-464.01	-2453.00	-2,453.00		1200.00	
27	Repairs & Maintenance	1217.00	0.00	1217.00	1217.00	0.00		1217.00	
		2762.00	2009.01	752.99	-1236.00	-2,453.00		2417.00	
General									
28	Bus Shelters - Repairs/renew	1000.00		1000.00	0.00	1,000.00		500.00	
29	Bus Shelters - Clearance	250.00	142.00	108.00	250.00	0.00		250.00	
30	Notice Boards - Repairs	500.00	271.00	229.00	271.00	229.00		250.00	
31	Bins - dogs & litter	1500.00	551.72	948.28	1500.00	0.00		1500.00	
33	Mobile waste facility	0.00	0	0	0.00			4500	
		3250.00	964.72	2285.28	2021.00	1229		7000.00	
Capital Expenditure									
34	Website Main/hosting/.gov email	500.00	230.00	270.00	410.00	90.00		550.00	
35	Fencing of Adams Bequest	7000.00	500.00	6500.00	500.00	6,500.00		6500.00	
36	Neighbourhood Plan contingency	500.00	528.49	-28.49	500.00	0.00		500.00	
37	IT MS 365 and support/laptop/zoom	0.00	1482.47	-1482.47	-1936.04	-1,936.04		1350.00	
38	Ponds improvement long term	0.00		512.00				500.00	
		8000.00	2740.96	5771.04	-526.04	4653.96	0	9400.00	
		58625.81	32257.22	26833.39	44100.52	3801.52			
Plan for 2021 - 22									
Estimated Gross Expenditure		61167.04						61167.04	
Less Estimated Income		0.00							
Brought Fwd		3801.52							
From Reserves		0.00							
Net Expenditure		57365.52						57365.52	
Precept 2017/2018 (base)		801.80	45911	<i>Band D</i>	57.26	4.35%			
Precept 2018/2019 (base)		801.80	47906	<i>Band D</i>	59.75	4.40%			
Precept 2019/2020		824.50	48792	<i>Band D</i>	59.18	0.90%			
Precept 2020/2021		839.50	50608	<i>Band D</i>	60.28	1.85%			
Precept 2021/2022		839.50	57366	<i>Band D</i>	68.33	13.35%	£8.05 increase per annum		