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Minutes of the Remote Meeting of the Parish Council
held on Monday 18th January 2021
at 7pm

Present:

Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice chair) Cllr Graham Campbell, Cllr Glover, Cllr Bush, Cllr Pocock, Cllr Churchill

In attendance:

The Clerk	WSCC Pieter Montyn	
CDC – Cllr Graeme Barrett	CDC Susan Taylor	CDC Elizabeth Hamilton
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 agree and sign the minutes 21st December 2020 meeting

The minutes were proposed by Cllr Pocock, seconded by Cllr Campbell and with the following amendment were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman. The date on the Bank Reconciliation should read “December 12th 2020” and was manually altered by the Chairman.

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

There were no members of the public present.

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

- i. Flooding in Crooked Lane. Cllr Montyn had spoken to the Director of Highways. WSP contractors have been instructed to investigate in detail what might have to be dealt with in terms of other utilities (gas, water, electricity etc) and to produce a design. Any flooding between the design stage and now will obviously only be reactive whilst they work out what must be done.
- ii. Covid 19 – in line with the rest of the country numbers are falling very slightly. Up until the 12th Jan W. Sussex had over 5000 cases which has fallen by 1326. The South East is still very high with the R-rate at 504/100,000 but Chichester District is at the bottom of the list with a rate of 466/100,000.
Over this last week in the W Wittering ward there have been 43 cases.
- iii. Some councillors attended a meeting with a representative from the NHS Commissioning body who explained that the vaccination programme would be introduced in 6 waves and this part of England was in the last wave. Cllr Montyn said that could possibly be explained by the fact that previously this area had the lowest rate of infection. People over 75 and those with underlying health conditions are being vaccinated at Selsey and Tangmere.
- iv. The County is still helping those that are leaving hospital and who need extra help at home.

End of report

Cllr Firmston said that with regard to the flooding there had been a lot of correspondence from residents to Highways and he would encourage them to continue writing in to encourage Highways to think positively about this.

Cllr Montyn felt that at this stage it would be better to wait and see what Highways come up with.

6. To receive reports from CDC members for Birdham

Cllr Graeme Barrett

i. Cllr Barrett had also attended the Vaccination programme meeting. He said that the current member had been very critical of the location of the sites and the slow roll out of the vaccine. Neither of the sites in Tangmere or Selsey are served by a bus service directly to the centre but involve a long walk from the bus stop. Cllr Barrett has circulated a note with a phone number to call if anyone needs help with transport to the centres.

ii. CDC has been in touch with Southern Water concerning the chaotic water system they operate.

End of report

Cllr Elizabeth Hamilton

Cllr Hamilton informed the meeting that she would be chairing the first full Council meeting of CDC at 2pm tomorrow 19th Jan. This meeting is streamed live so the public can attend. The meeting is limited to 3 hours and any undiscussed business will be referred to a second meeting on 29th January.

End of report

Cllr Susan Taylor

i. Cllr Taylor said that there was not too much to report on the Local plan and reminded the meeting that before Christmas the Govt had rescinded its decision to change the housing algorithm. Chichester was instructed to continue using the methodology it had used previously. Cllr Bush questioned Cllr Taylor about CDC's inability to reduce the housing numbers. He asked how much of this was due to the Council's support of the Conservative government and how much looking after local people. Cllr Taylor said that she, Eileen Lintell and several other CDC councillors had written repeatedly to R. Jenrick protesting the housing number in an area which had an AONB and a National Park. She said that they had made representation after representation and had asked the MP to write again. However, the response received will always be – "show us the evidence base for your argument".

Cllr Bush asked if the evidence base would show that the figures could not be accommodated?

Cllr Taylor said that that would be the decision of the Inspector.

Cllr Pocock reminded Cllr Taylor that when the Local Plan was being drawn up previously CDC had resorted to using the WSCC transport report which showed that the A27 could not take housing numbers above 435. Cllr Taylor said that she assumed the 435 figure had been evidence based.

Cllr Bush said that one of the key evidences – the basic building block of the plan - was the HELAA. CDC have extended the methodology used previously, to take on board far more sites. He asked how it was possible that members had allowed the parameters of the HELAA to be extended? He said that this would come back to bite them at the examination. He said that he could not understand how members had agreed to this – surely they should have been prescriptive in how the HELAA had been put together?

Cllr Barrett said that looking at the ONS data would give a completely different picture.

Cllr Montyn asked if the HELAA would be revised given the latest 2020 flooding data? He also asked where was the latest transport report? Cllr Taylor said that she had not seen the report. Some members had received a presentation of the draft report which had gone to Highways England and to WSCC.

Cllr Campbell asked why CDC has not used the algorithm as a guideline and not a firm commitment – why has everybody accepted the 635 figure? He said that the CDC Local Plan review was delayed due to the overwhelming response about numbers from the district. He said that CDC should set the algorithm as a guideline and not as fixed.

Cllr Taylor repeated that everything about the Plan was evidence based, but Cllr Campbell said that CDC had already decided on that number before all the evidence was in. Cllr Taylor said that a number had to be used when working with utilities so that they could base their reports on something concrete.

Cllr Pocock said that now CDC was saying that the evidence base used at the last Local Plan was wrong. He said that at the time a lot of evidence was produced to show that 700 houses were too many – why was CDC not starting with that evidence?

Cllr Montyn said that the 2018 Transport Study was available online which showed all the mitigations for transport. He said that with regard to the current traffic study there had been sufficient queries about it for WSCC to set up a Task and Finish group to answer questions about the study and find the answers the public wanted.

Cllr Barrett said that the HELAA had been updated in November 2020. He would send the link as it was not easily accessible online.

The Chairman drew the discussion to a close and said that the Birdham Neighbourhood Plan Review Group would have been listening intently to all that had been said.

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

i. Notifications of new Planning Enforcement Notices

The Clerk had circulated the latest list of enforcements from CDC. Some were quite serious, but it was impossible to see if there was a link between those receiving planning applications for a site and those who were dealing with an outstanding enforcement notice on the same site. The clerk is to write to Emma Kierans for clarification.

Action

Clerk

ii. Notifications of Planning Appeals – there were none received.

iii. Updates on Planning Enforcements

Cllr Campbell said that the Birdham Traveller site had asked for a 3-month extension to their expulsion date due to the current lockdown. Cllr Taylor said that they had made an application to the High Court as some of the residents had Covid 19 (evidence had had to be produced).

Cllr Firmston said that there were four reasons for which occupiers could ask for an extension to the eviction order: Ill health/pregnancy/disability/unemployment.

iv. Planning applications to be decided:

Planning Application number	Address	Details	Comment
BI/20/02899/FUL	Houseboat Water Gypsy, Chichester Marina, Birdham, Chichester, West Sussex, PO20 7EJ	Installation of a replacement houseboat at Berth No. 16 of Chichester Canal	OBJECTION on the grounds of design, scale, not in keeping with area and inappropriate in its setting. It is not a boat. *See further comments below
BI/20/03248/DOM	Merrieweather 18 Greenacres Birdham PO20 7HL	3 no. two storey extensions and 1 no. single storey extension to the east elevation, erection of 1 no. shed and associated works - Variation of condition 5 from planning permission 3 BI/20/01237/DOM	Residents of Bosham Hoe are objecting to the amount of light being projected from Birdham. OBJECTION: they have shown no evidence that the lighting would not be excessive. The windows must have blinds and the dark skies policy adhered to.
BI/20/02772/DOM	74 Crooked Lane	removal of metal shed and erection of workshop	NO OBJECTION on condition that the workshop remains ancillary to the main dwelling and that there is no

			change of use without prior permission NO OBJECTION
BI/20/03078/DOM	Ravenoak , Martins Lane, Birdham PO20	Proposed rear extension	
BI/20/02946/PNO	Land North of Cowdry Nursery Sidlesham Lane Birdham PO20 7QW	Removal of current roof on agricultural storage and replace with steel pitched roof.	OBJECTION – this application must be thoroughly scrutinized. There is an outstanding enforcement order; the roof is only two years old; the status of the application is incongruous with an agricultural application
BI/20/02378/FUL - Lge Scale Maj Dev	1 Birdham Business Park	Demolition of existing 3 no. outbuildings and erection of light industrial building (B1) comprising 2 no. units	OBJECTION : extremely large building with high roof on small site; site already densely populated; the scale and massing of the building is inappropriate given proximity of the AONB and local residents; noise nuisance for local residents

*BI/20/02899 – Houseboat Water Gypsy: Cllr Bush said that it seemed extraordinary that when all the sheds had been re-designed on the site they had had to abide by the rules of the Conservancy, be in keeping with their area and were very sympathetically designed. But when it came to houseboats the rules were thrown out – he said that he hadn't seen any policy that showed that houseboats were exempt from planning policy. He thought that the council should object. Cllr Campbell said that if the Council objected then it should be present at the Planning Committee meeting to communicate the Parish's point of view and shame the Harbour Conservancy for having made no objection. Cllr Glover said that the Parish Council should maintain its stance on this (as previously the council had objected); she was prepared to attend the committee meeting.

Cllr Firmston said that last time 27 houseboats were on the application but only 3 of them actually looked like boats.

(Cllrs Montyn and Taylor left the meeting at 8.25pm.)

v. Delegated decisions to be noted.

Planning application number	Address	Details	Decision
BI/20/01806 BI/20/01807	Well House, Lock Lane	Part conversion of loft / installation dormer window	PERMIT

8. Birdham Neighbourhood Plan Review 2020 - 2035

The report on the Call for Sites was progressing. The group had sent its letter to Toby Ayling objecting to the number of houses allocated to Birdham in the Local Plan Review.

The group has applied for technical assistance from the Government body AECOM concerning the possible development of Parish Council land. This proposal will be put to the residents in the consultation. Later, further assistance will be sought for help with Design Codes.

The Greenway Cycle Link

Mr David Thomson had circulated a report on the progress made with the cycle link from Birdham to Chichester. In it he asked the PC to write to CDC and WSCC for support and also to the surrounding parishes. Cllr Firmston felt that it was important before sending out the letters that GLAM (Green Links across the Manhood) group should be fully informed of the progress that the Neighbourhood Review group had made, and any comments taken on board.

This will be discussed at the NP Review Group meeting tomorrow and they will report back to the clerk with proposed action.

The NP Review group has received its completed Housing Needs Assessment for Birdham which will be put on the NP Review group website tomorrow. All the notes from the group's meetings are published on the website:

[Birdham Neighbourhood Plan Review – Birdham Neighbourhood Plan Review \(birdhamreview.org\)](http://birdhamreview.org)

9. Recreation Ground Drainage

Cllr Firmston said that despite efforts to get Landbuild and the County Council involved it is proving difficult to come up with an acceptable proposal. Cllr Firmston proposed that an independent survey be made of the requirements for drainage for the field and that this recommendation should then go out to tender.

Cllr Pocock asked where the water would go once drained. Cllr Firmston said that it would go under the ditch in Farne Lane, down the side of Crooked Lane, round by the Church and away. Obviously, the drainage issues in Crooked Lane would have to be sorted first.

Cllr Glover questioned whether the community wanted the recreation ground to be drained. She suggested that the Institute of Groundsmen be applied to for help with this. She said that they would give the options available to the Council.

Cllr Bush questioned the success of such a project when everywhere was under water in Birdham during the winter months – all green spaces and gardens were waterlogged.

It was mooted that the recreation ground would be used more if it were not waterlogged all through the winter.

It was agreed to get some expert advice and find out what is possible, and the implications of full or part drainage of the field. Any advice would have to take into consideration the longer, hotter summers so that the ground did not end up cracked and dry.

It was agreed to apply for the S106 funding from CDC for sports and leisure to cover the costs.

Action

Clerk

10. CIL Funds – how they should be allocated

There are several proposals for the spending of the funds. Unfortunately, with the cancelling of the Electors' Meeting last year further feedback was not able to be gathered.

The clerk said that if the council decides to go down the route of draining the field then the CIL money would be needed to implement that.

Cllr Pocock felt that the money should go into the all-weather cycle route to Chichester.

11. Clerk's report

i) Parish Council Properties and Leases

To be on next month's agenda.

ii) Motion to adopt New Code of Conduct

It was proposed by Cllr Pocock and seconded by Cllr Campbell that Birdham should adopt the Local Government Association Model Code of Conduct 2020. Unanimously **AGREED**.

iii) Local Electricity Campaign Resolution

The clerk had previously circulated information about this campaign currently being discussed in the House of Commons to change the law to allow Community Energy programmes to sell their electricity locally. Four short videos are available on You-tube "Power for the People" campaign. The resolution which had been circulated to Councillors was proposed by Cllr Glover and seconded by Cllr Campbell, and unanimously **AGREED**. Birdham will support this campaign and write to Gillian Keegan MP asking her to promote and vote for this in the House of Commons.

Action

Clerk

iv) Correspondence

The Clerk had received information from the Ramblers Association about footpaths in Birdham that could disappear if not registered. Cllr Firmston had investigated and found one at least that should be kept. The association needs to be notified before the end of January.

Action

Clerk/Cllr Firmston

v) To approve the Payments for consideration

The Payments for consideration were proposed by Cllr Pocock and seconded by Cllr Campbell and unanimously **RESOLVED**.

The clerk apologised for having circulated the wrong version of the budget for next year at the last meeting. The agreed budget for 2021 – 22 is attached to these minutes.

vi) Expenditure to date and Bank reconciliation

Circulated.

12. Councillor Reports:

i. Play area and playing field – no report

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

Volunteer groups have been stopped during Covid but on 12th January Jane Reeve planted single-handedly a new native hedge at the back of the pond.

iii. Communication working group

Cllr Firmston is working on the newsletter but is hesitant about producing it in the current lockdown. He will see how things develop during the Spring

iv. Community resilience – no report

v. Manhood Peninsula Action Group

Cllr Glover said that as reported at the last meeting it was felt that MPAG had moved away from its Parish “feel” and moved to a more campaign stance on local development. It was felt that MPAG should take a step back and regroup if they want to keep the Parish Councils on board. There was a need to rekindle the Parishes, but the group was becoming very diluted. Cllr Glover said that the PC would have to see if it works and discuss whether the PC is prepared to join them.

13. Reports of meetings attended by Councillors

Cllr Campbell has been invited by Cllr Taylor (CDC) to attend a meeting with MP Gillian Keegan to address planning issues and the Local Plan. He said that he would be getting across the views of the Parish and its too-high allocation of new houses. If councillors have any questions that they would like him to put to Gillian Keegan please contact Cllr Campbell before Friday.

14. Items for inclusion on the next agenda

- Properties and Leases
- Footpaths
- WSALC agm

15. Date of next meeting

The next meeting of the Parish Council will be on Monday 15th February 2021 at 7pm by remote video platform.

There being no further business to discuss the meeting closed at 9.15pm

Signed: _____

Tim Firmston - Chairman

Date: _____

**Birdham Parish Payments for Consideration
Meeting Jan 18th 2021**

Balances on accounts:

Current account	72878.61
Deposit account	100000
NS account	7041.84
Total	179920.45

Received since last meeting

0

Paid since last meeting

andrew brett	handy man	70
B Geary	litter picking	70
I Whitaker	salary	509.9
I Whitaker	pension	52.48
HMRC	Contributions	130.11
Playdale	Tractor	3277.8
A Dover	Grass cutting	50
Landbuild	Waterside Western Drain	17487.36
sse	electricity	98.33
M H Kennedy	Grass cutting	250.38
	Total	21926.36

Payments for consideration

betty geary	litter picking	70
I whitaker	Clerk's salary	719.85
nest	pension	52.48
zoom	video platform	43.17
I whitaker	council running costs	199.85
access by design	Domain management	24
pwlb	loan repayment	8591.04
Landbuild	Bank stabilisation The Saltings	17463.31
sse	street lighting	113.66
	Total	27277.36

Bank accounts as of 14th January 2021

Current Account	72878.61
Deposit Account	100000
National Savings	7041.84
unpaid cheques	
Total	179920.45

Opening balance 1st April 2020	136412.94
add receipts in the year	99945.65
less expenditure to date	56,438.14
Balance	179920.45

Less

Reserve @ 50% of Precept	25304.00
Total	25304.00

Ringfenced Funds

Op Watershed	16952.76
Culvert Ditch Maintenance	3500.00
Village Triangle Kingfisher ponds	512.00
Adams bequest (Fencing)	6500.00
CIL Payments	83990.66
NHB	4843.24
Neighbourhood Plan Grant	8908.23
Total	125206.89

Available Funds

Total	29409.56
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Signed: *IXWhitaker - Clerk*
14th Jan 2021

Birdham Parish Council Precept Calculation 2021 - 22							
		Budget					Proposed
		2020 - 2021	YTD	Available	Projection	Carried Fwd	Budget
Revenue Account							2021 - 2022
Administrative Expenses							
1	Clerk's Salary	9023.04	7407.33	1615.71	9023.04	0.00	9113.27
	+ Home/Office Allow	450.00	337.50	112.50	450.00	0.00	450.00
	National Insurance - Empl	130.00					131.30
	Workplace Pension - Empl	270.69		270.69			273.39
	Workplace Pension - Employee 5%			0.00			-
2	Council running costs (tele	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	-302.80	-302.80	-302.80	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 M	0.00	0.00	0.00	0.00	0.00	0.00
8	Chairman's Discretionary I	25.00	0.00	25.00	0.00	25.00	25.00
9	Training for Councillors	300.00	120.00	180.00	120.00	180.00	200.00
10	Councillors' Travel Expens	50.00	0.00	50.00	0.00	50.00	10.00
11	Subscriptions & Membersh	700.00	717.36	-17.36	717.36	-17.36	720.00
12	Charitable Contributions &	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	12324.68	30553.62	1,070.90	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	1500.00	0.00	1500.00	1500.00	0.00	500.00
21	Maintenance of Football P	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 & Kingfis	1500.00	988.00	512.00	1088.00	412.00	750.00
24	Culvert & Ditch Maintenat	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	3644.90	8338.10	11571.00	412.00	10365.00
Street Lighting							
26	Energy	1545.00	2009.01	-464.01	2453.00	-998.00	1200.00
27	Repairs & Maintenance	1217.00	0.00	1217.00	1217.00	0.00	1217.00
		2762.00	2009.01	752.99	3670.00	-998.00	2417.00
General							
28	Bus Shelters - Repairs/ren	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			0.00	0	4500.00
		3250.00	964.72	2285.28	2021.00	1229	7000.00
Capital Expenditure							
34	Website Main/hosting/go	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 conti	500.00	528.49	-28.49	500.00	0.00	500.00
37	IT MS 365 and support/lat	0.00	1482.47	-1482.47	-1936.04	-1,936.04	1350.00
38	Ponds improvement long t	0.00		512.00	512.00	0.00	500.00
		8000.00	2740.96	5771.04	-14.04	4653.96	0 9400.00
		58625.81	29535.72	29472.09	47801.58	6367.86	
Plan for 2021 - 22							
Estimated Gross Expenditure		61167.04					61167.04
Less Estimated Income		0.00					
Brought Fwd		6367.86					
From Reserves		0.00					
Net Expenditure		54799.18					54799.18
Precept 2017/2018 (base)							
		801.80	45911	Band D	57.26	4.35%	
Precept 2018/2019(base)							
		801.80	47906	Band D	59.75	4.40%	
Precept 2019/2020							
		824.50	48792	Band D	59.18	0.90%	1
Precept 2020/2021							
		839.50	50608	Band D	60.28	1.85%	
Precept 2021/2022							
		837.40	54799	Band D	65.44	8.56%	£5.16 increase p/annum

APPROVED