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Minutes of the Remote Meeting of the Parish Council
held on Monday 17th May 2021
at 7pm

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

In attendance:
The Clerk WSCC Pieter Montyn
CDC – Cllr Graham Barrett 3 members of the Public
CDC – Cllr Elizabeth Hamilton

1. To elect the Chair of the Council and to sign the Declaration of Acceptance of Office

Cllr Timothy Firmston was proposed by Cllr Pocock and seconded by Cllr Campbell and unanimously **ELECTED**. He duly signed the Declaration of Acceptance of Office

2. To elect the Vice-chair of the Council and to sign the Declaration of Acceptance of Office

Cllr Hamilton was proposed by Cllr Campbell and seconded by Cllr Pocock and unanimously **ELECTED**. It was agreed that the Declaration of Acceptance of Office should be signed at a later date.

3. Apologies

Cllr Rachel Glover and CDC Cllr Susan Taylor. Absent Cllr Clive Bush

4. Declarations of Interest

There were no declarations of interest.

At this point the chair introduced a request from the village hall that the Parish Council change the date of its monthly meeting to a Wednesday to allow a dance class to use the hall every Monday evening. District and County Councillors had no issue with the change. The Chairman would already be unable to attend three meetings if the date were changed.

It was, however, agreed to change the date to the third Wednesday of the month starting from the July meeting.

Action	Clerk
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5. Minutes - To agree and sign the minutes of the meeting of 19th April 2021

The Minutes were proposed by Cllr Pocock and seconded by Cllr Campbell and unanimously **AGREED**. They were duly signed by the Chairman

6. Questions from members of the public in accordance with Standing Orders 1d – 11

There were no questions from members of the public

7. District Councillors, County Councillor & Chairman's Annual Reports

Cllr Barrett – CDC

Cllr Barrett had no report but had kept the council up to date by distributing the Members' Bulletin. He said that the main issue of the year had been the fact that the CDC Local Plan was out of date which had released a flood of planning applications on the Peninsula, all of which needed to be looked at extremely carefully.

End of report

Cllr Pieter Montyn WSCC

Cllr Montyn said that apart from the election most of his time over the year had been taken up with the issues of local flooding, potholes and wastewater issues. He was waiting to see which committees he would be on for the County Council. Whilst he had been campaigning local people had had huge concerns about the increase in planning applications. He had assured them that these applications were subject to many planning conditions which potential developers had to satisfy before being granted permission, and the county were still carefully watching with particular regard to highways and school places for example.

Consultants had been to Birdham with regard to the flooding in the village and all had been thoroughly surveyed and they were awaiting their results or solutions.

With regard to sewerage, he had spent a considerable amount of time on this and finding out how it was run, and by whom. Now Ofwat and Defra were producing a joint Drainage and Water Management plan which would bring together the issues of ground water, surface water and sewerage. Cllr Montyn had been worried that it would be 2025 before the plan was serviceable but he had been assured that there would be funding for local issues before that time should they be necessary. This needs to be watched very carefully.

End of report

Chairman Tim Firmston Annual Report

Cllr Firmston was pleased to be able to present his report for the past year and he valued the various contributions, time and help by the many people, volunteers and organisations involved in running the Parish.

1. Meetings held during the year. The pandemic restrictions had meant that the monthly meetings and many others had continued by the Zoom platform, but no Electors' / Residents' annual meeting was held person to person. The ideas and wishes forthcoming from the residents had been curtailed as a result.
2. Neighbourhood Plan Review Group. The group had made good progress from starting in mid-2020 in reviewing and updating the 2016 'made' Plan with the help of external advice and guidance funded by others. Cllr Firmston thanked those directly involved and for persevering in trying to follow the Chichester District Council Local Plan Review process and the time scale involved.
3. Planning Applications. The Parish Council continued to be consulted on a steady stream of applications received throughout the year. The applications varied from small house

extensions and tree work to some major planned developments. The Council were always trying to protect the status of the Area of Outstanding Natural Beauty (AONB). Recently there had been a large piece of work contributing to the Chichester Harbour Conservancy's consultation regarding houseboats, structures and floating lodges on the Canal and in the marinas.

The situation on the adequacy of the water treatment and sewage infrastructure was becoming more critical with evidence of the water quality in the Harbour, storm discharges and resident issues with their toilets increasing. The expectation was that all the new housing development on the Manhood Peninsula would be connected to the public system.

4. Residents' Facilities. During the year, a new play tractor and trailer had been installed in the playground complete with surrounding matting for the muddy weather times.

A medium/ long term plan was required to decide how the playing field area could be used, the facilities improved and how the Council could best spend some of the ring-fenced funds that were available. The views of the field users and residents were appreciated, and more discussion was required.

The maintenance and development of the three linked ponds had continued with the advice of the Manhood Wildlife and Heritage Group and the hard work of their volunteers. Additional Birdham based volunteers were still required particularly from the summer of 2021 onwards.

5. Consultation Process. Fortunately, the Parish Council had been consulted on many and varied local and central government proposals. Some were more relevant to Birdham than others, but the Council had tried to respond to as many as they could either in outline or in detail.

6. Cllr Firmston reported that the Council had continued with its membership of several Manhood, District and County based committees and organisations to gain information, contribute to proposals and process the many new ideas that could be forthcoming. These are time-consuming for the Parish Councillors and this work often goes unrecognised.

The West Sussex Association of Local Councils underwent a difficult several months during the past winter but with a new Board and leadership a new start to their work has been made.

Lastly, Cllr Firmston's personal thanks went to Imogen Whitaker, the parish Clerk, who during the past year had improved the clarity of the financial reporting, introduced better management systems, changed over the email that the Council now use for Council business and mastered the Zoom technology whilst keeping ahead of the many other administrative jobs required.

Cllr Firmston also thanked the other Parish Councillors who worked hard to fulfil the obligations the Council must meet, supplying their time for free, contributing ideas for the parish and the improvements whilst operating as volunteers. Cllr Firmston said that this

had been even more evident as the Council had been running for most of the past year with two councillor vacancies. He asked that anyone who was interested in being part of the council to contact him.

End of report

8. To vote on Motion to approve ICMZ document

Cllr Firmston had read the document twice and said there was nothing in it but good for the local area. Cllr Barrett said that the update to the report had been needed because of climate change. He said the key was that they wanted to make sure that development could be controlled especially in flood risk areas.

Cllr Pocock proposed, and Cllr Campbell seconded the motion to support the Integrated Coastal Management Zone document. This was unanimously **AGREED**.

9. Election of Councillors to the following outside bodies:

- i. Chichester District Association Local Councils (1 or 2 representatives)**
Cllr Firmston and Cllr Campbell
- ii. West Sussex Association of Local Councils**
Cllr Firmston and Cllr Campbell
- iii. Peninsula Forum - no appointment made**
- iv. Manhood Peninsula Action Group (MPAG)**
Cllr Glover
- v. Manhood Peninsula Partnership (MPP)**
Cllr Firmston
- vi. Green Links across the Manhood (GLAM)**
Mr David Thompson
- vii. Surface Water Issues and Solutions (SWISH)**
Cllr Churchill
- viii. Fixing and Linking our Wetlands (FLOW)**
Cllr Churchill was proposed by Cllr _____ and unanimously **ELECTED**
- ix. Witterings Medical Centre Participation Group**
Cllr Churchill
- x. Staffing Committee (to be moved to Committees and working groups)**
Cllr Hamilton, Cllr Campbell and Cllr Churchill
- xi. Village Hall Trust**
Cllr Churchill
- xii. Manhood Wildlife and Heritage Trust** (added during the meeting)
Cllr Tim Firmston

All the above were proposed by Cllr Pocock and unanimously **ELECTED**.

10. To consider and approve nominations of Councillors to lead on the following:

- i. Communications working group**
Cllr Tim Firmston
- ii. Planning Committee sub-group**
Cllrs Firmston, Campbell and Pocock
- iii. Resilience/Emergency Planning**
Cllr Firmston
- iv. Birdham Neighbourhood Plan review Group**
Cllr Campbell
- v. Playground/Recreation Ground**
Cllr Glover and Cllr Churchill

All the above were proposed by Cllr Hamilton and unanimously **APPOINTED**.

11. Clerk's Report

- i. To approve Internal Auditor's report**
The Internal Auditor's Report was proposed by Cllr Campbell and unanimously **APPROVED**.
- ii. To approve the Annual Return for 2020 – 2021**
The Annual Return/accounting statements were proposed by Cllr Firmston and unanimously **APPROVED**.
- iii. To confirm appointment of Internal Auditor for 2021 – 2022**
Cllr Hamilton proposed Ms Ellie O'Flanagan, and this was unanimously **AGREED**
- iv. To approve Council Standing Orders, Council Financial Regulations, Council Asset Register, Council Risk assessment**
Cllr Firmston proposed approving the Standing orders, the Financial Regulations, the Asset Register and the Risk assessment. These were unanimously **APPROVED**.
- v. To approve the payments for consideration**
With the addition of the Satswana bill for £180, the Internal Auditor's bill of £228 and a note that the bin bags were for the bus shelter bin in Church Lane (not the village green) the payments for consideration were proposed by Cllr Pocock seconded by Cllr Hamilton and unanimously **RESOLVED**.
- vi. Bank reconciliation - circulated**

The clerk informed the council that there was a sum of £5312 which could be applied for by the Council for any community group or other use in the village. The application must be submitted before end of July 2021.

It was asked if the sum could be used to create allotments – yes it could. Cllr Pocock felt that if an organisation came forward to run the allotments, then the council should consider it but if it was for the Parish Council to pay for and run then it should not. The clerk said that if there were sufficient requests for allotments the Parish Council had a duty to supply them.

With regard to allotments Cllr Firmston reported that Mr Thompson, resident of Birdham and West Wittering Allotment Association chairman, had 8 Birdham residents on the waiting list for an allotment. He had proposed that a section of the recreation ground be turned over to allotments. It would need fencing and a water supply. If the field can be drained, then this would be feasible. Cllr Pocock said that this could not be considered because the recreation ground was registered with Sport England. The Clerk had investigated this, and the ground is not registered with Sport England (therefore has no restrictions). It is registered with Fields in Trust as a green space but not protected by them. Cllr Pocock said that previously when the council wished to exchange the bequeathed land for a section of the recreation ground that this was stopped by some organisation. The clerk said it would not have been Sport England but that the restriction could have come from any covenants when the land was donated. The clerk is to look at the conveyance. Cllr Firmston said that if Birdham were to have more houses then the money could be used for facilities for locals. This is to be investigated further and the views of residents sought at the Electors' Meeting.

Cllr Hamilton suggested more seats around the field in groups of two that people could be socially distanced as that was not going to go away anytime soon.

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

- i. Notifications of new Planning Enforcement Notices – there were none
- ii. Updates on Planning Enforcements - there were none
- iii. Notifications of Planning Appeals – there were none
- iv. Planning applications to be decided

Planning Application number	Address	Details	Comments
BI/21/00564/DOM	Loretto Crooked Lane Birdham PO20 7HB	alterations and extensions to existing building	invalidated
BI/21/00980/FUL	Strathmore, Main Road Birdham	Construction of a two storey 3 bed detached self-build dwelling.	NO OBJECTION
BI/21/00977/FUL	Plot A Land North West Of Premier Business Park Birdham Road Appledram	Change of use of land to a travellers caravan site consisting of 1 no. pitch and associated development.	Strong objection and BPC fully concurs with and supports Harbour Conservancy objection. There is no access to the site
BI/21/00923/FUL	Plot B, As above	Change of use of land to a travellers caravan site consisting of 1 no. pitch and associated development.	Strong objection and BPC fully concurs with and supports Harbour Conservancy objection. There is no access to the site
BI/21/00924/FUL	Plot C, As above	Change of use of land to a travellers caravan site consisting of 1 no. pitch and associated development.	Strong objection and BPC fully concurs with and supports Harbour Conservancy objection. There is no access to the site

v. Delegated decisions to be noted:

Planning Application number	Address	Details	Decision
BI/21/00071/DOM	Kinderhook, Court Barn Rd PO20 7BQ	Erection of single storey extension to side and rear and new front porch.	PERMIT
BI/21/00149/DOM	7 Florence Close Birdham Chichester	2 storey side extension	PERMIT
BI/21/00334/DOM	Elmstead, Birdham Road	Build a wooden garden room	PERMIT
BI/20/03280/TPA	rear of 21 Rowan Close Birdham	Tree works	PERMIT
BI/21/00094	Bay tree House Westlands	Replacement garage	PERMIT

Cllr Montyn added to his previous report and said that travellers had moved on the Harbour Conservancy car park last Thursday and had been issued with an order and left over the weekend. He said that the area had been left relatively clean and tidy.

Cllr Firmston said that the Parish letter regarding the Policy on houseboats for the Harbour Conservancy had been acknowledged but thus far no response had been received regarding the inconsistency of planning comments.

(Cllr Barrett left the meeting at 8pm)

11. Birdham Neighbourhood Plan Review

- i. The NPR group continues to meet fortnightly. The consultants working on the Call for Sites were at the stage of finalising their report and it will stand up to any criticisms that may arise. It will be circulated to councillors as soon as ready.
- ii. The group had felt that Highways England were not looking at the broader issues of development when they made responses to planning applications. They did not acknowledge that the roads were already overloaded. They only looked at the marginal effect. The group had drafted a letter which, if no further comments were forthcoming from councillors, would be sent to HE. Cllr Campbell will send a copy of the letter to Cllr Montyn for his comments.

Action	Cllr Campbell
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- iii. The group has engaged a solicitor to look at the covenants on the bequeathed land and to assess whether possible and the difficulty of changing them.
- iv. The group is awaiting a site visit from WSCC to assess the viability of converting part of the towpath at Hunston along the canal to a cycle path.
- v. The group has written to Southern Water asking them what plans they have to improve the sewerage system. SW said they would reply in 10 days but have not. There had been a strong response from the Tawny Nurseries' residents about problems with sewerage. It would be impossible to develop Koolbergen when there are these existing problems. Cllr Campbell had said he had had a request from a potential buyer of a property, and he advised them to ask specific questions. Cllr Montyn said residents at TN had problems flushing their loos but were obviously reluctant to talk about it as it must be declared in the event of sale. Miller homes in Clappers Lane also has similar problems. Cllr Montyn asked for a copy of the letter to SW.

Action	Cllr Campbell
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- vi. The group has started discussing ways of consulting with residents.
- vii. They are working on a new application for funding (£9950) to pay for a landscape analysis (the effect of development on the landscape) and administration costs.

12. To approve or remove Birdham projects listed on Infrastructure Development Plan (CDC):

- i) **IBP 2:** This is still very current, and the NP review group is working on it.
- ii) **IBP 3:** Allotments will be amended to read "turn appropriate area of land into allotments".
- iii) **IBP 887:** Still very current but Cllr Firmston to meet with Cllr Glover to identify exactly where and how the bus stop should be installed

- iv) **IBP 188:** Cllr Hamilton had looked into this issue where the canal joins the harbour. She said that it appeared that WSCC did not want to know about it and that there was a small part that was not transferred over from the local authority. Cllr Montyn said that WSCC were taking it very seriously and it was being carefully looked at by the County Council. He said that the canal would not empty because there was an iron gate there. Roger Marshall from WSCC is on the case.

It was agreed to keep it in the list but to consider changing the wording of the project type.

- viii. **IBP 6 and IBP 4:** still current and to be left in.

Action	Cllr Firmston/Clerk
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13. Fencing around the Village Hall – responsibility and repair

The clerk had sent the map attached to the land registry document to all councillors and asked Cllr Glover if she could shed some light on the responsibility of the fences. She thought that the Hall should have the documents of when the hall was transferred to them and it would surely be listed in those. She had been unable to identify the responsibility.

It was agreed to wait and see if Cllr Glover had any advice to offer, and then Cllr Firmston suggested that both parties, the hall and council, should walk around the fences and together attribute responsibility for once and for all.

14. Councillor reports

- i. Play area and Playing field Cllr Churchill

The clerk informed the meeting that a Children’s Fair would be taking place on the recreation ground over the bank holiday weekend. The council would be paid £450 for the three days. The fair will be running a QR code Covid safety system and limit the number of families in the area at one time. They have public liability insurance and will be responsible for making sure that the ground is always protected from traveller incursion. The village hall has been notified. Cllr Churchill said that a lot of families with young children had moved into the area and this would be good for them.

With regard to the goal posts for the Recreation ground the councillors felt that if a resident were keen to see the posts installed then it would be helpful if he contributed his time to the project. He could for example, get some quotes for the posts.

Action	Clerk
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- ii. Village green and pond Cllr Firmston

Cllr Firmston said there had been steady progress with more wildflower seeds sown at Triangle pond, and the owlery will be installed tomorrow or Wednesday.

- iii. Communication working group – no report Cllr Firmston
 iv. Community Resilience - no report Cllr Firmston
 v. Manhood Peninsula Action Group – no report Cllr Glover

15. Reports of meetings attended by Councillors

Cllrs Firmston and Campbell had attended the re-formed Chichester District Association of Local Councils (CDALC). They were drafting a new constitution and were looking at more ways of supporting the AONBs and SDNP. A Southbourne councillor had pointed out, for example, that storm discharges into the sea had been recorded by SW during the extremely dry month of April. It was also noted that tourists to the area were causing long-term problems by disturbing birds in the Harbour areas. Meetings should be held about twice a year in future.

16. Items for inclusion on the next agenda

- **Climate change actions**
- **Discretionary grants**
- **A presentation by Youth Dream Charity on projects for young people on the peninsula**

17. Date of next meeting

The next meeting will be on Monday 21st June 2021

It was agreed by councillors to step up efforts to find two further councillors to join the council. Notices had been up for over a year. It was agreed to talk about it to friends and acquaintances and put up new notices in the Church café, and on the noticeboards.

There being no further business to discuss the meeting closed at 8.55pm

Signed: _____
Tim Firmston - Chairman

Date: _____

**Birdham Parish Payments for Consideration
Meeting May 17th 2021**

Balances on accounts:

Current account	108192.51
Deposit account	100002.80
NS account	7092.54
	215287.85

Received since last meeting

0.00

Paid since last meeting

Betty Geary	litter picking	70.00
I whitaker	Clerk's salary	719.85
nest	pension	52.48
council running costs	3 months	236.67
zoom	3 months	43.17
m h kennedy	grass mowing	250.38
sse	street lighting	104.46
lake road landscaping	fencing	198.00
genesis	neighbourhood plan	2459.04
a dover	bus stop/grass cutting	110.00
ams	hedge cutting	1883.70
cdc	bin emptying	676.41
Action in Rural Sussex	subscription	50.00
playdale	grasslok	820.20
	Total	7674.36

Payments for consideration

betty geary	litter picking	70.00
I whitaker	Clerk's salary	719.84
a dover	bus stop/grass cutting	80.00
nest	pension	52.48
cdc	contribution to mpp project officer	438.00
m h kennedy	grass mowing	510.60
t firmston	binbags for Church Lane bus stop	8.00
	data protection officer	180.00
Satswana		
E O Flanagan	internal auditor	228.00
	Total	2286.92

Bank accounts as of 10th May 2021

Current Account	108192.51
Deposit Account	100002.80
National Savings	7092.54

Total 215287.85

Opening balance 1st April 2021	148950.69
add receipts in the year	74064.00
less expenditure to date	7726.84

Balance 215287.85

Less

Reserve @ 50% of Precept	27400.00
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Total 27400.00

Ringfenced Funds

Op Watershed	2400.00
Culvert Ditch Maintenance	7000.00
Adams bequest (Fencing)	6500.00
CIL Payments	83990.66
NHB	10595.30
Neighbourhood Plan Grant	1269.03
Neighbourhood Plan Grant	46664.00

Total 158418.99

Available Funds

Total 29468.86

Signed: *IXWhitaker - Clerk*
10th May 2021