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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 13th April 2022
at 7pm

Present: Cllr Timothy Firmston (Chairman,) Cllr Graham Campbell, Cllr Laurie Pocock
Cllr Elizabeth Hamilton [Cllr Gordon Churchill](#)
WSCC Pieter Montyn CDC Elizabeth Hamilton [and Susan Taylor](#)
Clerk (Zoom)

The Chairman opened the meeting by reminding everyone that the monthly meeting is now held on the second Wednesday of the month. He also asked councillors to think about whether they were happy for the council to buy a Ukrainian flag to be flown permanently on the village green.

1. Apologies

Cllr Barrett (CDC) Cllr Glover. **Absent:** Cllr Bush

The meeting ratified the absence of Cllr Churchill at last month's meeting due to a family emergency.

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 9th March 2022 meeting

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

- o Item 5ii should read: He had been in touch with Nicolas Bennett as no one seemed to know what was going on – least of all two staff members (CDC) who were not lawyers.
- o CDC member's report G Barrett: 6ii should read: The date of the appeal findings would be 22nd April (not 26th) and 6iii; Many of these go as second homes – there is not an overwhelming requirement for homes here.

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

- o Cllr Campbell asked a question on behalf of a resident unable to come to the meeting. The resident was to welcome two Ukrainian families into her home and asked where she could get help with regard to transport, schooling, medical etc. Emily King from the Communities' Team at WSCC is the person to contact.
- o Mr Ken Wright asked that the owner of the land in Church Lane be asked to trim his hedges as they are now causing problems overhanging the lane. It was agreed that photographs should be included in the letter which will be sent towards the end of September.

Action

Clerk/Cllr Campbell

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

- i. Cllr Montyn reported that DEFRA had issued its "Storm Overflows Discharge Reduction Plan" for consultation. Cllr Montyn said that ~~there~~ it was not possible to make comments on the

consultation until the very end; and that asking consultees to judge whether the amount of money being suggested for the programme was reasonable was not viable when no indication of how much will be supplied by Government and other bodies was made.

Little mention is made of what will happen between now and 2025 but talk a lot about 30 years from now. He felt that it was a badly worded, poor consultation. DEFRA wanted water companies to react but until that was a statutory requirement it wouldn't happen.

- ii. Cllr Montyn said that £100K had been awarded to "Recovering Sussex Economy Initiative" for looking into tourism along the coast .
- iii. The Watershed Operation fund had been increased from £300K to £500k. There is no change as to what the money can be used for (local flooding issues). There are no outstanding funds to be paid so the full amount is available.
- iv. Cllr Montyn said that he was still waiting for the report on the flooding at Crooked Lane. Electrosan had scanned the sewers in several places through the village, but it only scans the main sewers. A small percentage had been done of the total system.
- v. After the event organised by National Highways with regard to the A27, a follow-up had been promised for March. This follow-up has now been promised for June. CDC are still waiting for Stantec to complete their report which focuses on Fishbourne and Bognor roundabouts but doesn't touch Stockbridge and Whyke roundabouts. Cllr Montyn will forward information to clerk and Cllr Pocock will report back at next meeting.

Action

Clerk/Cllr Pocock

Cllr Hamilton mentioned that at the Canal Trust celebrations the failing brickwork alongside the Canal lock had been talked about and that Lottery funding might be available for the repair. Cllr Montyn said that the problem was still that nobody knew who owned this piece of land. The Harbour Conservancy had also queried this.

6. To receive reports from CDC members for Birdham

CDC Cllr Susan Taylor

- i. Cllr Taylor said that there had been a follow-up consultation to the Glover report on AONBs and National Parks. CDC had responded to questions which were relevant to planning. CDC supports the Harbour Conservancy becoming a Statutory Consultee.
 - ii. Chichester Year of Culture has started and in Itchenor there is an historic boat-building exhibition from 17th century to the current time. From 15th April until 6th June at the Sailing Club.
- o Cllr Campbell queried the amount of time that Parish Council's had to respond to planning applications. He mentioned that an application that had been looked at last meeting from which documents were missing and which was to be reviewed at this meeting, had been approved by CDC despite CDC having granted an extension in time to the Parish Council. The clerk explained that this was due to Office error.

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

i. Notifications of new Planning Enforcement Notices

- o Cllr Campbell did not agree with the dismissal of the enforcement notice for Morello, Cherry Lane. He wanted to know if a visit was actually paid to the site and the height measured. He requested that BPC write to the case officer requesting details of when the height was measured by CDC Officer (time and date) and proof that it was only 200mm as given by CDC.

Action

Clerk

- o The clerk queried the ability of Parish Councils to keep up to date effectively with enforcements and appeals in their parish. Usually notices of both were sent to the Clerk but occasionally these were missed. She had received a note dated 10th March 2022 to say that an enforcement notice had been withdrawn (issued 13th August 2018) because planning permission for the development had been granted – in May 2020. She queried how this could be helpful two years later. On the portal updates were not highlighted but incorporated into the body of the application details.

ii. Notifications of Planning Appeals

- o An appeal has been lodged against refusal to grant planning permission to land and buildings on the south side of Church Farm, Church Lane BI/20/03034/OUT. All

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comments must be submitted to the Planning Inspector on their website by 13th May 2022

iii. **Updates on Planning Enforcements – Birdham Traveller update had been forwarded to councillors**

iv. **Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/22/00333/DOM BI/21/03688/FUL	Farne House Court Barn Rd 20 - 21 Birdham Business Park, Birdham Road, Birdham, Chichester, West Sussex, PO20 7BE	Proposed single storey extensions including linked wing to south west with alterations to fenestration (alternative scheme to partially implemented planning permission BI/18/01100/DOM). Rear extension (inc mezzanine floors) to warehouse units 20/21.	Extn granted by CDC however planning permission had been granted. The <u>parish</u> council had asked for further information on fenestration but the agent sent the same information and the council strongly objects that it did not receive the information required. Cllr Pocock said that there was an issue with process here and BPC needs to know whether the application has been properly determined either by judicial review or through the planning inspectorate. Action: Cllr Campbell to research further. No objection on condition that Environment and Wildlife statements issued by CDC are adhered to.
Proposed development of harbour office jetty and shore-based facilities.			No comment submitted as yet
BI/22/00839/EIA - Screening Opinion	Home Farm, Birdham, Chichester, West Sussex, PO20 7HY	Request for a screening opinion/scoping on the proposed irrigation reservoir at Home Farm,	No comment submitted as no information on which to base a view.
BI/22/00718/FUL	Land North Of Cowdry Nursery Sidlesham Lane Birdham	Erection of replacement 1 no. building and use as holiday let - Variation of Condition 2 of planning permission BI/20/00733/FUL - Existing tiled roof to be retained and not changed to a thatched roof, to be built in accordance with revised plan 2035/001 REV F.	No objection
BI/22/00634/PA1A - Prior Approvals	5 Alandale Road, Birdham, Chichester, West Sussex, PO20 7QN	Single storey rear extension (a) rear extension - 3.65m (b) maximum height - 3.6m (c) height of eaves - 2.5m	BPC would have no objection
BI/22/00560/DOM	Birdham Fruit Farm Martins Lane Birdham West Sussex	Replace existing annex and multipurpose store with new annex	No objection on condition not used as independent dwelling and the council agrees with incorporating black-out blinds to adhere to dark skies policy

v. **Delegated decisions to be noted**

Planning number	Address	Details	Decision
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BI/20/00185/FUL	Birdham Service station	Demolish existing shop, bin store, car wash, vac machine and A/W unit. Erect new shop with shopfront bollards and bin store. Additional car parking with 1 no. EVC bay and new A/W unit.	PERMIT
BI/22/00333/DOM	Farne House Court Barn Rd	Proposed single storey extensions including linked wing to southwest with alterations to fenestration (alternative scheme to partially implemented planning permission BI/18/01100/DOM).	PERMIT

(Cllr Taylor left the meeting at 8.21pm)

8. Birdham Neighbourhood Plan Review

- Cllr Campbell said that there was not much to report at the moment. The group is still waiting for a further allocation from CDC with regard to housing numbers.
- Regarding the bequeathed land there has been some indications from the executors' solicitors that they may be willing to revoke the covenants. They are trying to locate the file and once found they will get in touch.
- A letter had been received from the solicitors of Birdham Straight House. The council will reply stating that it is aware of the interest and considering options and will take into account the wishes of the village and themselves.

Action Clerk

An arboreal, topographical and ecological survey is being done on the land, paid for by the NP grant. A community land trust is a possibility.

9. Traffic Regulation Orders and Community Highways' Scheme

Members of the Traffic Calming Group from Boxgrove PC came to do a "walk around" and talked about CHS. Originally, they too had tried just to get a Traffic Regulation Order but that wasn't viable. They felt that Birdham was suitable for a Community Highways Scheme and that just to propose TROs would be rejected. Cllr Campbell asked the clerk to write a letter of thanks to Boxgrove.

Action Clerk

Cllrs Firmston and Campbell had met with the Chair of Appledram PC and Cllr Sarah Sharpe (CDC & WSCC) with Mike Thomas of WSCC Highways. They wish to implement a 40mph around all the dangerous bends from the pizza place southwards.

The dilemma is that if Birdham goes for a TRO under current rules it is likely to be refused. The deadline to submit the CHS is 31st July and Cllr Campbell felt that if a proposal were to be made to change the road, then the village should be consulted and to clarify what needs to be done. Cllr Campbell will sketch something out and get feedback from Mike Thomas WSCC. With regard to the TRO, it was considered best to wait until the new rules come out at the end of the summer/autumn.

(WSCC Cllr. M Montyn of WSCC left the meeting.)

10. Ongoing care and maintenance of trees/bulbs planted on recreation ground

Cllr Hamilton had asked if the Scouts would like to water the saplings as part of their environment badge. Cllr Churchill had watered the trees (it took 2 hours!) but it was a problem getting the water. Some of the saplings were doing extremely well and some less so. It had been noted by a resident that dogs needed to be stopped weeing on the walnut tree which will kill it. It would be good to put some chicken wire around it.

11. Village Hall water butts – to discuss purchase and ongoing maintenance

It was proposed by Cllr Pocock, seconded by Cllr Hamilton to purchase the water butts and donate them to the Village Hall (cost about £150).

This was unanimously **AGREED/RESOLVED**.

12. Motion to purchase bench to commemorate HM The Queen's Platinum Jubilee.

A grant had been applied for and awarded from CDC to buy a bench (£250). The cost of a bench would be around £400 - £500. It was agreed to ask for donations from the village for the remainder of the funds. The bench to be placed to the left of the field, at a 45-degree angle next to the bench that is already there, but at a 45-degree angle to facilitate conversation whilst socially distancing.

The motion was proposed by Cllr Campbell, seconded by Cllr Pocock and unanimously **AGREED**.

13. Clerk's report

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i) Correspondence

- o The clerk had forwarded a letter from NALC addressed to all smaller councilseouncilors, proposing support at national level for issues at Parish Council level. Earnley Parish Council had responded asking for NALC to lobby government for a review of the 1991 Water Industry Act as the Act does not allow Water Boards to refuse connection to the public sewerage network, even where networks are overwhelmed, and the existing community already experiences sewage issues. The Water Boards are unable to refuse new connections from new developments. Birdham Parish Council agreed to support this letter of Earnley.

Action	Clerk
<ul style="list-style-type: none">o Ukrainian Flag: The clerk asked the council whether they wished to purchase a flag to show support for Ukraine. A flag of 180 cm x 90 cm will cost £59.28 from Flagmakers. Other suppliers to be researched. Cllr Firmston proposed, and Cllr Churchill seconded the purchase of a flag, and this was unanimously AGREED. Cllr Firmston has researched the regulations laws and rules concerning the flying of national flags and sought advice from WSALC and NALC. There are no restrictions on flying from public buildings and proper respect has to be attributed to the National flag.o Quotes for odd jobs within the Parish.<ul style="list-style-type: none">e -Some time ago quotes had been asked for the following:<ul style="list-style-type: none">- Repair bench seat at side of bus shelter at Church Lane- Replace the cedar roof shingles, some of the battens and surrounding fascia on the bus shelter at Church Lane- Repaint the heritage finger signposts at the junction of Crooked Lane and Westlands and in Crooked Lane opposite St. James Close, Church Lane. There is a WSCC emblem that will require repainting. <p>Unfortunately, the handyman was taken seriously ill before the quotes had been received. Once his state of health has been ascertained and whether he can return to work the work will be ordered. If he cannot return to work, there is a second option with Andrew Griffiths of West Wittering.</p> <ul style="list-style-type: none">o WESTSUSSEBUS has been launched – a consultation site on WSCC website to gather as much information as possible about bus services in and around Chichester. Clerk to send link	

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Action	Clerk
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- o Sussex Police are holding a Summer Road Safety Stakeholder event on Teams on 28th April at 5.30 and 7pm.
- ii) **Payments for consideration** the payments for consideration were proposed by Cllr Churchill, seconded by Cllr Campbell and unanimously **RESOLVED**.

iii) **Expenditure to date and Bank reconciliation – circulated.**

14. Councillor Reports:

- i. **Play area and playing field** – the playground inspection by ROSPA is coming up in June. The clerk suggested that the council pay £30 in order to have a dedicated checklist for weekly/fortnightly checking. This was **AGREED**.

Action	Clerk
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The clerk advised that the football posts were on the way – it just required coordinating with Andrew Griffiths for and delivery and fitting on the playing field.

- ii. **Village green and pond**
The working party met on 8th March and 8 people attended for the closing down routine so that the village pond, Kingfisher Pond and Triangle pond are not disturbed during the Summer
- iii. **Communication working group** – the Electors’ meeting for all residents of the village will take place on 25th June at the Village Hall at 10.30am
- iv. **Community resilience** – the plan is ready, and Cllr Firmston asked for requests for a hard copy or digital copy.
- v. **Manhood Peninsula Action Group – no report**

15. Reports of meetings attended by Councillors

- o Cllr Firmston had circulated his report on meetings attended.

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- o Cllr Churchill will be attending the Village Hall Fire Risk assessment meeting on 22nd April as representative trustee of the Council.
- o Cllr Hamilton had attended the Canal Trust 70th Birthday party which hosted many events to celebrate.

16. Items for inclusion on the next agenda – the next meeting is the Annual Parish Meeting

17. Date of next meeting : Wednesday 11th May commencing at 7.00 p.m.

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

Signed: _____ Date: _____
 Tim Firmston - Chairman

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**Birddham Parish Council Payments for Consideration
 Meeting December 15th 2021**

Balances on accounts:

Current account	126410.02
Deposit account	100010.27
NS account	7092.54
	233512.83

Received since last meeting

interest	2.49
	2.49

Paid since last meeting

betty geary	litter picking	70.00
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I whitaker	clerk's salary	719.84
d thompson	soil analysis	30.00
genesis	neighbourhood plan	1200.00
mulberry and co	training T Firmston	48.00
wsalc	parish online sub	84.00
adrian dover	grass cutting and bus stop	110.00
g campbell	software for np	103.29
sse	street lighting	104.46
mh kennedy	grass cutting	255.30
		2724.89

Payments for consideration

betty geary	litter picking	70.00
I whitaker	salary	807.18
nest	pension	59.31
Applecarte distribution	leaflet drop	145.00
Covers	hazard tape	5.81
town country planning ass	membership	90.00
Arun District Council	printing survey	480.00
sse	street lighting	101.40
lake road landscaping	fence repairs recreation ground	954.00
mh kennedy	grass cutting	255.30
		2968.00

Birdham Parish Council Meeting 15th December 2021

Bank accounts as of 10th Dec 2021

Current Account	126410.02
Deposit Account	100010.27
National Savings	7092.54
Total	233512.83

Opening balance 1st April 2021	148950.69
add receipts in the year	126363.92
less expenditure to date	41801.78

	Balance	233512.83
Less		
Reserve @ 50% of Precept		27400.00
	Total	27400.00

Ringfenced Funds

Op Watershed	2400.00
Culvert Ditch Maintenance	7000.00
Adams bequest (Fencing)	6500.00
CIL Payments	83990.66
NHB	15395.30
Neighbourhood Plan Grant	9950.00
Neighbourhood Plan Grant	46664.00

Total	171899.96
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Available Funds

Total	34212.87
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Signed: *IXWhitaker - Clerk*

APPROVED

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