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Minutes of the Hybrid Annual Meeting of the Parish Council
held on Monday 11th May 2022
at 7pm

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

Zoom Attendee: The Clerk

In attendance:

CDC – Cllr Graham Barrett 2 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 Pocock and seconded by Cllr Churchill and unanimously **ELECTED**. She duly signed the Declaration of Acceptance of Office.

3. Apologies

Cllr Rachel Glover and Cllr Clive Bush. WSCC Pieter Montyn and CDC Susan Taylor

4. Declarations of Interest

There were no declarations of interest.

5. Minutes - To agree and sign the minutes of the meeting of 13th April 2022

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

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

A member of the public asked how many of the Neighbourhood Review Group had been on a course? Did they not think it was a good idea? None of the group has been on a course and they will look into it and see if it would be useful.

The same member of the public asked whether the clerk shouldn't be in person at the meeting. It is not a legal requirement. Officers of the council (staff) do not have to attend. Their position is not a voting one, as is that of Councillors who have to be present to vote.

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

Cllr Barrett – CDC

Cllr Barrett had no annual report to present but had kept the council up to date by distributing the Members' Bulletin. He said that two planning officers had recently left CDC and one of them at a senior level which was worrying.

The Appeal at Church Farm, West Wittering had been upheld and he had raised concerns about the representation by CDC.

He reported that there was a lack of medical staff at the Witterings Medical Centre, and as it was already an issue would they be able to accommodate more people from new housing. He said that any residents who had problems getting appointments should contact him and they will take it forward through the Patient Participation Group.

A member of the public gave an example of another planning issue in West Wittering which related to the efficacy of the CDC system.

Cllr Barrett responded that it should be taken up with the Cabinet Member.

The Planning Committee met on 27th and the decision was issued by CDC on the 28th. The Parish submitted their views in time but were unable to access the website.

Cllr Pocock said that he had tried to access the CDC website on several occasions but had been unable to.

Cllr Barrett replied if this occurred again he should be contacted for him to follow up.

Discussion on the changing values of the CDC building land supply given by different bodies decided that Cllr Barrett is to write to CDC and then to the Planning Inspector. Cllr Pocock said that a letter should be written to Cllr Taylor as Cabinet Member expressing concern and unhappiness with the way things were being handled. When the planning department was so short staffed it was ludicrous to continue to give pre-planning advice on applications that took staff time away from the functions that are really necessary even if the applicants do pay for the advice.

Cllr Hamilton CDC explained the economic development grants that are available from CDC for both start-up and existing businesses.

Cllr Pieter Montyn WSCC – no report

Cllr Montyn had sent a message to say that the WSCC Mobile Recycling facility at West Wittering would not be operating on Thursday 2nd June 2022 due to the Bank Holiday.

Chairman Tim Firmston Annual Report

1. The Parish has promoted biodiversity with the work continuing with the three ponds and within Triangle Copse. Earlier in the year tree planting around the periphery of the playing field was undertaken with community support. The continuing help from the Manhood Wildlife and Heritage Group is much appreciated. A Walnut tree was planted to commemorate the HM The Queen's Platinum Jubilee. The prolonged dry weather has been unhelpful in trying to establish these new whips.

2. For the playground a new toddler swing is expected soon and a new bus shelter along Bell Lane at the site of the existing bus stop is planned for this summer.

3. The Parish Council is engaging with the newly re-constituted West Sussex Association of Local Councils and the Chichester District Association of Local Councils for a wider perspective for information and advice on district and county-wide council topics and issues.
4. The review of the current Birdham Neighbourhood Plan continues with the intention of resetting how the residents would wish the village to develop and thrive given the pressure of additional housing numbers and the pressure on maintaining the AONB as a special and protected space.
5. Preliminary discussions have started on changing the traffic speed limit on some or all of the main road (A286) through Birdham and the roads leading to the neighbouring villages. A log of public support and comments has had a good response so far.
6. The Parish Council continues to examine and comment on the many and varied planning applications every month for large and small developments and building changes. The Parish Council do seek the support of Chichester District Council in such matters.
7. Several planning appeals through the year have required a considerable amount of time to prepare and present each case against a proposed development or building change. These appeals are often lodged by well-resourced companies and developers using a range of expert staff.
8. After a gap of three years the Electors' Meeting will be held on Saturday 25th June commencing at 10.30 a.m. at the Village Hall when the residents can be briefed on some of the Parish Council plans and their suggestions sort.
9. Finally, I would like to thank the Parish Councillors and residents who carry out all this work and attend other events and meetings all as volunteers, ably assisted and guided by our Parish Clerk, Imogen Whitaker, who now also has to arrange the hybrid Zoom meetings that do seem likely to continue for some time ahead.

8. Election of Councillors to the following outside bodies:

- i. Chichester District Association Local Councils**
Cllr Firmston and Cllr Campbell
- ii. West Sussex Association of Local Councils**
Cllr Firmston and Cllr Campbell
- iii. Manhood Peninsula Action Group (MPAG)**
Cllr Glover
- iv. Manhood Peninsula Partnership (MPP)**
Cllr Firmston
- v. Green Links across the Manhood (GLAM)**
Mr David Thompson
- vi. Surface Water Issues and Solutions (SWISH)**
Cllr Churchill
- vii. Manhood Wildlife and Heritage Group**

Cllr Firmston

viii. Witterings Medical Centre Participation Group

Cllr Churchill

ix. Staffing Committee

Cllr Hamilton, Cllr Campbell and Cllr Churchill

x. Village Hall Trust

Cllr Churchill

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

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

i. Communications working group

Cllr Tim Firmston and all councillors

ii. Planning Committee sub-group

Cllrs Firmston, Campbell, Pocock and Churchill

iii. Resilience/Emergency Planning

Cllrs Firmston, Campbell, Hamilton, Pocock.

iv. Birdham Neighbourhood Plan Review Group

Cllr Campbell leader of group.

v. Playground/Recreation Ground

Cllr Glover and Cllr Churchill

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

10. Clerk's Report

i. To approve Annual Governance Statement

Proposed by Cllr Hamilton, seconded by Cllr Campbell and unanimously **APPROVED**. The Chairman signed the Statement.

ii. To approve Internal Auditor's report

The Internal Auditor's Report was proposed by Cllr Churchill, seconded by Cllr Hamilton, and unanimously **APPROVED**.

iii. To approve the Annual Return for 2021 - 2022

The Annual Return/accounting statements were proposed by Cllr Hamilton, seconded by Cllr Campbell and unanimously **APPROVED**. The Chairman signed the statement.

iv. To confirm appointment of Internal Auditor for 2021 – 2022

Cllr Churchill proposed Ms Ellie O'Flanagan, seconded by Cllr Pocock, and unanimously **AGREED**

v. To approve Council Standing Orders, Council Financial Regulations, Council Asset Register, Council Risk assessment, Scheme of Delegation, Document retention schedule.

Proposed by Cllr Campbell, seconded by Cllr Hamilton and unanimously **APPROVED**.

vi. To approve the payments for consideration

With the addition of the Internal Auditor's bill of £250, CDC bill for MPP project officer £438, the arboricultural report for £648 and ecological survey for £876, the payments for consideration were proposed by Cllr Pocock seconded by Cllr Hamilton and unanimously **RESOLVED**.

vii. Bank reconciliation – circulated. In future there will be further ring-fenced funds for the EV Charging point and for Tree maintenance.

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

- i. Notifications of new Planning Enforcement Notices – there were none
- ii. Updates on Planning Enforcements - the clerk has written to CDC concerning the house “Morello” in Cherry Lane and is awaiting response.
- iii. Notifications of Planning Appeals – there had been two notifications of appeals. BI/20/03034/OUT Church Lane Development and BI/21/00833/FUL Premier Marinas. Birdham Parish Council had objected to both appeals and objections submitted to Planning Inspectorate.
- iv. Planning applications to be decided

Planning Application number	Address	Details	Comments
22/00840/DOM	Tideways, Lock Lane PO20 7BB	new sea defence wall	Birdham Parish Council would have no objection to this application on condition that the Harbour Conservancy is satisfied generally, and more particularly that they agree that it is necessary to extend out into the sea rather than replacing the existing wall in its current position.
BI/22/00733/DOM	Lock Keepers Cottage , The Causeway, Birdham, West Sussex, PO20 7FG	Replacement of 2 no. velux windows with 2 no. dormer windows and 1 no. velux window on north elevation	No Objection
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,	BPC supports the request for an EIA

- v. Delegated decisions to be noted:

Planning Application number	Address	Details	Decision
BI/22/00457/DOM	Salthouse , Martins Lane, Birdham, West Sussex, PO20 7AU	new swimming pool,paved surround, screening and associated works.	PERMIT
BI/22/00408/DOM	Bay Tree House , Westlands Estate, Birdham, West Sussex, PO20 7HJ	Conversion of garage to habitable space with single story side extension. Replacing existing windows. Replacement of tile with weatherboarding at first floor. Erection of 1 no. detached garage/storage building. Replacement of drive surfaces. New front boundary wall and gates - Variation of Condition 2 of householder permission BI/21/02780/DOM - to allow for changes to include a front porch, rear loggia and minor changes to the front landscaping	PERMIT
BI/21/00980/FUL	Strathmore, Main Road Birdham	Construction of a two storey 3 bed detached self-build dwelling.	PERMIT

BI/21/00861/DOM	Strathmore , Main Road, Birdham, PO20 7HU	Erection of single storey rear extension, installation of front and rear dormer windows and garage alterations.	PERMIT
BI/22/00784/PNO	Hillands Farm Batchmere Road Birdham West Sussex	Agricultural barn	PLANNING PERMISSION REQUIRED
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	PRIOR APPROVAL NOT REQUIRED
BI/21/03688/FUL	20 - 21 Birdham Business Park, Birdham Road, Birdham, Chichester, West Sussex, PO20 7BE	Rear extension (inc mezzanine floors) to warehouse units 20/21.	PERMIT

Cllr Firmston had now received all the information relating to the changes/extension of the Harbour Conservancy jetty and Harbour office at Itchenor. It is open for Public Consultation, and anyone interested can read through the hard copy (with Cllr Firmston). It covers navigational risk assessment, landscape and visual appraisal, and environmental impact assessment.

Cllr Campbell said that in Walwyn Close a loft had been added onto a house without planning permission as far as he was aware. Although under new permitted development rights the house wouldn't need planning permission, those rights do not apply in an AONB. The Parish Council needs to keep an eye out for a retrospective planning application.

11. Birdham Neighbourhood Plan Review

- i. The financial year came to an end on 31/3/22 and the unspent money from the grant had to be repaid. The group is re-applying for those funds for this financial year. The £46K grant for Technical works did not have to be repaid and the deadline has been extended for another year.
- ii. There has been little action on the NP these last few weeks. Birdham has been given the entire allocation for the Manhood Peninsula of 50 homes for "testing". As the Church Farm appeal was upheld and that the development covers 70 homes the group has written to CDC asking for the allocation to Birdham to be removed as the number has now been met. Previously the group had written to say that the houses should have been split equally between Birdham, East and West Wittering. There has been no response from CDC.

12. Councillor reports

- i. **Play area and Playing field** – the new toddler swing set will be installed sometime next week. The new check list for the playground will come after the annual ROSPA inspection in June.
- ii. **Village green and pond-** the pond water levels are a little low. MWHG are doing some species surveys to find out what lives in Triangle Copse and the ponds.

- iii. **Communication working group** – the flyer for the Electors’ meeting will be distributed shortly. A bigger newsletter is planned for the Autumn which will include results from the Electors’ meeting – views of residents, and the NP.
- iv. Community Resilience – WSCC and CDC have both received their copy of the Resilience Plan 2022
- v. Manhood Peninsula Action Group – no report

13. Reports of meetings attended by Councillors

Clr Churchill attended the Patient Participation Group at the surgery. The chair of the group is resigning. An Advanced Nurse Practitioner and an Advanced Care Practitioner have been employed by the surgery. They are trying to employ another GP but thus far have had no success. They are still using Locum GPs.

14. Items for inclusion on the next agenda
 - **Electors’ meeting arrangements**

17. Date of next meeting

The next meeting will be on Wednesday 8th June 2022

There being no further business to discuss the meeting closed at 8.50pm

Signed: _____ Date: _____
 Tim Firmston - Chairman

**Birdham Parish Council Payments for Consideration
 Meeting May 11th 2022**

Balances on accounts:		
Current account		118639.96
Deposit account		100012.76
NS account		7093.25
		225745.97
 Received since last meeting		
		 0.00
 Paid since last meeting		
betty geary	litter picking	70.00
i whitaker	clerk's salary	807.18

hmrc	contributions	63.60
nest	pension	59.31
ams	hedge cutting	1449.00
d thompson	walnut tree	45.00
cdc	dog and waste bin emptying	685.15
wsalc/nalc	subs	552.13
andrews	ground clearance	660.00
rs hall and co	payroll charges	120.00
a dover	bus stop clearance/grass cut	80.00
wsc	mobile waste facility	5007.65
sse	street lighting feb	95.10
sse	street lighting march	104.46
airs	subs	50.00

9848.58

Payments for consideration

Locality	repayment of NP grant	7987.30
betty geary	litter picking	70.00
I Whitaker	clerk's salary	965.77
mhkennedy and son Ltd	grass mowing	255.30
Village Hall	water butts	224.47
I Whitaker	council running costs	227.85
Amazon	post box for Parish Council	28.99
Boxgrove Parish Council	telephone services	35.97
nest	pension	72.48
Flagmakers	Ukrainian flag	56.82
SSE	street lighting	107.53

10032.48

Birdham Parish Council Meeting May 11th 2022

Bank accounts as of 4th May 2022

Current Account	118639.96
Deposit Account	100012.76
National Savings	7093.25
Total	225745.97

Opening balance 1st April 2022	215418.92
add receipts in the year	28331.00
less expenditure to date	18003.95
Balance	225745.97

Less

Reserve @ 50% of Precept	28331.00
Total	28331.00

Ringfenced Funds

Op Watershed	2400.00
Culvert Ditch Maintenance	10500.00
Adams bequest (Fencing)	6500.00
CIL Payments	83990.66
NHB	15395.30
Neighbourhood Plan Grant	0.00
Neighbourhood Plan Grant	46664.00
Total	165449.96

Available Funds

Total	31965.01
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Signed:

*IXWhitaker - Clerk 4th May
2022*

APPROVED