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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 12th October 2022
at 7pm

Present: Cllr Timothy Firmston (Chairman,) Cllr Graham Campbell, Cllr Laurie Pocock
Cllr Jan Devos, Cllr Catherine Salamons
WSSC Pieter Montyn CDC Graeme Barrett
5 members of the public
Clerk and CDC Elizabeth Hamilton (Zoom)

1. Apologies

Cllr Churchill (ill), Cllr Glover (childcare), Cllr Hamilton (Covid).

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 14th September 2022 meeting

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

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

There were no questions.

5. South East Ambulance Service Hub at the Village Hall – parking issues and access.

Cllr Firmston explained that the village hall had been in discussion with the South East Ambulance Service to establish a rest centre at the hall and parking for two ambulances. This would involve the removal of the hedge by the pavement and hardstanding would be added. The space would be 10m x 3m.

At this point in the meeting Councillors went outside to assess the area under question.

Cllr Montyn said that WSSC would need to know as it would involve a drop kerb. He asked how they would stop other people parking there and make sure that travellers did not access the field? He said that there would be no parking enforcement issues as there were no yellow lines to be crossed. Cllr Firmston said that bollards would be concreted into the ground on the three sides in the car park, but that in the space there is a road gully that WSSC would have to look at. "Ambulances only" could be written on the ground of the parking space.

Cllr Barrett asked if planning consent would be needed to change the use of the ground. Mr Barry Richardson of Village Hall said that no planning consent was needed.

Cllr Campbell said it would not be the Parish Council's responsibility to keep the parking space clear.

Mr Richardson said that the parking space could either go on VH land or the Parish Council's. Cllr Campbell asked who would then have to pay for it.

Cllr Firmston said that there would have to be some robust Heads of Agreement. He asked if the contract were terminated who would be responsible for replacing the hedge and removing the bollards. Cllr Salamons said that normally the termination agreement would be clearly laid out in the lease.

Mr Richardson said that if the parking space were only on VH land the Parish Council would not have to be involved. If it were on council land the situation would be different.

Cllr Pocock said that he didn't think that the Parish Council should be involved. The council had not been involved in the last two years of discussions, and with the state of the Council finances signing

up to any costs was out of the question. Cllr Campbell said that if the council had no financial gain from the arrangement, then they could not pay any costs.

6. Motion to validate all decisions taken at meeting of 14th September 2022.

Due to the death of the Queen and the official mourning period the last meeting's decisions needed to be validated.

Minute 4 – Signing of the Minutes

Minute 6 – Co-option of two councillors

Minute 9iv – Planning comments submitted

Minute 9vi – Agreement to send letter to MP

Minute 9vii – Agreement to send letter to A Frost re planning procedure

Minute 12i – Agreement to contribute to Manhood Peninsula Project Manager salary

Minute 12ii – Agreement of payments for consideration

Cllr Salamons proposed the motion that all decisions taken at the September 14th meeting be validated at this meeting. Seconded by Cllr Pocock and unanimously **RESOLVED**.

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

- i. A number of residents had made comments about the new signs at Birdham Pool saying “private road.” Cllr Montyn had verified the status with WSCC, and it is a public footpath. If, for example, the new owners wanted to ban cyclists, the public could request changes under a Definitive Map Modification Order, but this is a lengthy drawn-out process. If the marina wishes to stop people parking there, they can do so. It is only open to the public as a footpath at the moment.
- ii. Carbon Efficiency: Cllr Montyn had attended a presentation of information to help councils with carbon efficiency. A “Carbon Literacy” package in two modules is available. WSCC are using it and Parish Councils can too. It can be put out to the public to help everyone reduce the carbon footprint. Further information can be found on the website:
<https://carbonliteracy.com/>

Cllr Firmston asked about the works starting in Crooked Lane for flooding issues. Cllr Montyn confirmed that the work would last about 6 weeks and that there would be manual traffic light operation to make sure that school times were covered correctly.

Cllr Firmston reminded the meeting that this was as a result of the heavy flooding that had taken place last year and the year before and after much work and many surveys work was to commence.

Cllr Pocock thanked Cllr Montyn on behalf of the council and residents of Birdham for getting this work progressed.

8. To receive reports from CDC members for Birdham

- i. Cllr Barrett sent apologies from CDC Susan Taylor.
- ii. The members bulletin had been circulated
- iii. Cllr Barrett had attended a forum on the impact of manmade chemicals on the environment. In Chichester Harbour alone 100,000 different chemicals had been identified. The resulting damage on the environment was huge with the crustacean crop having fallen by 75%. The effect of these chemicals on the reproductive systems of marine life was being studied. Cllr Barrett will forward slides for everyone to view.
- iv. On 20th October 2022 there will be a meeting to debate the Local Plan.
- v. CDC has agreed to continue the role of Community Warden for three years (W Wittering).
- vi. CDC have now signed up to the WSCC car charging programme
- vii. Cllr Barrett said that housing across the district was a real issue – the need of the district had already been met with 435 houses per year and now the region is being asked to build 635. There will be a huge rise in the over 65s and more houses are being built than people require. Cllr Barrett said it just didn't make sense.
- viii. W Wittering are doing their Neighbourhood Plan and they have discovered that many homes do not pay council tax. They are second homes used for holiday lets and are registered as businesses with a lower income, so are exempt.

Cllr Campbell asked if the meeting on the 20th were open to the public. The meeting is for members only, where they will be informed of the new housing numbers.

Cllr Firmston reminded the meeting that if you are running a business and working from home there is no need to apply for planning permission. However, if you run your second home as an Air Bnb there is a need for planning consent for change of use.

9. 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**
- iv. Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/22/02192/DOM	5 the saltings	rear and side extension single storey	NO OBJECTION
BI/22/02301/TPA	12 Pipers Mead, Birdham, West Sussex, PO20 7BJ	Remove epicormic growth from all limbs and thin by 25% from previous pruning points (without reducing height and spread) on 1 no. Oak tree within Group, G2 subject to BI/83/00023/TPO	APPLICATION REFERRED TO DISCRETION OF TREE OFFICER
BI/22/01791/FUL - Minor Dev - Dwellings	Creek Cottage , Westlands Estate, Birdham, West Sussex, PO20 7HJ	replacement dwelling	OBJECTION SUPPORTING THE OBJECTIONS OF THE HARBOUR CONSERVANCY
BI/22/02320/ADV	Shell service station	Erection of 1 no. 5m pole sign, 1 no. canopy pecten, 1 no. canopy fascia, pump spreaders, 1 no. air/water sign, 1 no. leader board sign, entrance & exit sign, pump numbers, 1 no. EVC main bay sign, 3 no. shop fascia signs, 1 no. badge sign, 3 no. hanging signs, 1 no. no parking sign and 1 no. totem.	OBJECTION ON GROUNDS OF THERE SHOULD BE NO ILLUMINATED LIGHTS IN THE AONB
BI/22/02381/DOM	Bartons Crooked lane	rear and side extension with porch	NO OBJECTION
BI/22/01344/DOM	Apple Trees Burlow Close	Single storey front extension, proposed rear dormers, and internal/external alterations. Retrospective permission for flat roof to garage/study (amendments to16/04076/DOM).	NO OBJECTION

v. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
BI/22/01925/DOM -	Danesacre, Lock Lane Birdham	Single storey rear/side extension, re-cladding of property, alterations and additions to fenestration, replacement porch, addition of solar panels and external landscaping works.	PERMIT
BI/22/00896/DOM	Sherwood Redmoor Estate	rear extn and internal alterations	PERMIT

	Main Road Birdham		
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(Cllrs Montyn and Barrett left the meeting at 8.13pm)

10. Birdham Neighbourhood Plan Review

- a) Cllr Campbell reported that the group anxiously awaited the outcome of the meeting on 20th October so that the village would know how many houses it had to accommodate.
- b) A meeting was scheduled next week with the company that wrote the design code for Birdham and they are hoping that they will have written something that is specific to Birdham this time.

Cllr Devos will become part of the NP Review group.

11. Location of a replacement scout hut and formalities to complete

The Scouts are applying for funding to replace their Scout hut. Before they can do this, they need to be sure that the lease they hold will be long enough to make it worth their while to spend the funds. The council said that they should speak to the Village Hall and ascertain the VH's plans. The Scout group will be applying for the S106 funds.

Cllr Pocock said those funds could only be spent on the drainage of the field. The clerk will confirm with CDC on the correct allocation.

12. Clerk's report

i) Correspondence

- Local Energy Campaign. The council decided against taking further action
- External Audit: the clerk had made in error in submitting the Notice of Public Rights too early. This is to be noted in the next Annual Governance statement. Otherwise the audit has been signed and returned by external auditor.

ii) Expenditure to date and budget 2022 – 23

The council is currently on target with its spending and there have been no overspends. The clerk asked the councillors to think about any new headings that will be needed for next year's budget (for example general village maintenance). The electricity contract expires in 2023. There will be increased payments for MS365 and an annual payment of £120 for patching software. There will also be an election next year, so a sum needs to be allocated in case an election is called.

Cllr Campbell said that going for a zero percent increase was ambitious when inflation was at 10%.

Budget meeting will be held at 6pm on Wednesday November 9th prior to the Council meeting.

iii) Payments for consideration: with the addition of the external auditor bill for £480 the payments for consideration were proposed by Cllr Campbell, seconded by Cllr Pocock and unanimously **RESOLVED**.

iv) Bank reconciliation – circulated.

13. Councillor Reports:

i. Play area and playing field

Cllr Firmston has seen the fencing contractor regarding damaged fencing around the play area. He will mend these and also sections around the village pond. There are also several jobs for the handyman to be getting on with in play area.

Cllr Firmston is looking at bids for new equipment as asked for at the electors' meeting. He is looking at a sports' wall; a see-saw, monkey bars and a pirate ship.

ii. Village green and pond

The volunteer group will be working at Triangle Copse pond on Friday 21st October from 9.30am onwards with the presence of Southern Water.

iii. Communication working group

Cllr Firmston is hopeful of a newsletter in the Spring and will present some headings at the next meeting.

iv. Community resilience – no report

v. Manhood Peninsula Action Group – no report.

14. Reports of meetings attended by Councillors

Cllr Campbell had attended the planning meeting at Chichester to defend the Parish Council objection to paid parking at the marina. As has been seen committee allowed the application.

15. Items for inclusion on the next agenda

Council Budget

16. Date of next meeting – 9th November 2022

There being no further business to discuss the meeting closed at 9pm

Signed: _____
Tim Firmston - Chairman

Date: _____

Birdham Parish Council Payments for Consideration

Meeting 12th Oct 2022

Balances on accounts:

Current account	124348.23
Deposit account	100051.13
NS account	7093.25
	231492.61

Received since last meeting

interest	30.83
precept	28331.00
	28361.83

Paid since last meeting

betty Geary	litter picking	70.00
betty Geary	litter picking	70.00
I Whitaker	clerk's salary	827.67
I Whitaker	clerk's salary	827.67
tsohost	np web hosting	73.00
nest	pension	60.36
nest	pension	60.36
mhkennedy and son Ltd	grass mowing	287.89
adrian dover	grass cutting and bus stops	85.00
adrian dover	grass cutting and bus stops	99.81
see	street lighting	104.46
sse	street lighting	104.46
councillor expenses	refreshments electors' meeting	37.84
Chris Milford	Handyman	125.00
Chris Milford	Handyman	425.00
Zurich	insurance	1,044.39
HMRC	contributions	111.61
		4414.52

Payments for consideration

Ecosa	neighbourhood plan	1230
betty geary	litter picking	70
I Whitaker	clerk's salary	827.67
nest	pension	60.36
Boxgrove Parish Council	SLCC sub	93

access by design	website hosting	180
access by design	website adjustment	48
jnr computers	domain/ms365 sub/support	1498.56
g campbell	expenses/NP payment	392.96
sse	street lighting	107.53
mhkennedy and son Ltd	grass cutting	572.71
I Whitaker	council running costs	254.82
Boxgrove Parish Council	telephone services 50%	35.97
		5371.58

Birdham Parish Council Meeting Oct 12th 2022

Bank accounts as of 9th Oct 2022

Current Account	124348.23
Deposit Account	100051.13
National Savings	7093.25
Total	231492.61

Opening balance 1st April 2022	215418.92
add receipts in the year	68779.23
less expenditure to date	52,705.54
Balance	231492.61

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	8627.06
Neighbourhood Plan Grant	8050.00
Neighbourhood Plan Grant	31592.87
Car charging points	750.00
Trees	2000.00
Ponds improvement long term	1000.00
Total	151660.59

Available Funds

Total	51501.02
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