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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 8th February 2023
at 7pm

Present: Cllr Timothy Firmston (Chairman,) Cllr Graham Campbell, Cllr Laurie Pocock
Cllr Elizabeth Hamilton, Cllr Jan Devos, Cllr Catherine Salamons
CDC Elizabeth Hamilton 1 member of the public
Clerk (Zoom))

1. Apologies

Cllr Glover – childcare duties CDC S Taylor/G Barrett WSCC P Montyn

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 11th January 2023 meeting

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

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

Cllr Campbell asked on behalf of a resident what was planned for the Coronation Celebrations? The resident had suggested:

- ✚ A grand party for everyone outside
- ✚ A bench
- ✚ A tree
- ✚ A village sign

It was felt that a grand party for everyone outside would have to be something more than a street party. Cllr Devos asked what funding was available if any from the Parish Council. Cllr Churchill felt that with the cross-section of people who lived in Birdham and the current cost of food it would be a disincentive for some to have to bring their own. Cllr Firmston had received today a note from the Church asking what the Council was planning to do. It was felt that someone needed to be appointed to oversee it all (not a councillor). Another possibility was a “joint-venture” with the church and the school. Sunday seemed to be the preferred day and afternoon tea might be easier to organise. Cllr Firmston to reply to the church.

It was agreed that it was better to advertise an event sooner rather than later and particularly to reach out to those who live alone.

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

No Report.

6. To receive reports from CDC members for Birdham

- i. Cllr Hamilton said that the Local Plan was now out for consultation until the March 17th.
- ii. The compulsory purchase order of the track opposite the church was supposed to have been discussed at the Council Meeting but had been pulled at the last minute. It will probably be on the agenda for the March Cabinet meeting.
- iii. The council tax increase is yet to be confirmed but will probably be around £5 per year for a tax band D property.

Cllr Campbell asked what proportion of CDC staff were still working from home. No one is now working from home on a full time basis.

7. 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 – Birdham Traveller update had been forwarded to councillors**
- iv. Planning applications to be decided:**

| Planning application number | Address | Details | Comment |
|---|--|---|---|
| BI/22/03067/FUL - Other Dev - Householder Development | Strathmore , Main Road, Birdham, West Sussex, PO20 7HU | Construction of a two storey 3 bed detached self-build dwelling - variation of condition 2 of Planning Permission BI/21/00980/FUL for alterations to fenestration including addition of 1 no. window and 1 no. rooflight to south elevation and additional timber cladding. | A member of the public spoke about the effect of this development on her property and showed photographs. After much discussion the council agreed that this was a case for enforcement as the variation of planning permission works asked for in this application had already been completed. The new windows had a direct view into the main bedroom of the neighbours. There were also breaches to the main planning application for example not completing the flooding prevention works. The house is bigger than originally planned. To be referred to enforcement. |

Planning application BI/22/02320/ADV had come in too late to be discussed at this meeting. An extension in time is to be asked for.

Applications BI/23/00240 TPA and BI/23/00238 TPA are to be deferred to the tree officer.

- v. Delegated decisions to be noted.**

| Planning Application number | Address | Details | Decision |
|-----------------------------|--|---|----------|
| BI/22/02938/DOM | West Winds Westlands Lane PO20 7HH | Construction of a boat store/garage to front of dwelling and new building for home office/ancillary accommodation in rear garden following demolition of existing garden room/boat store. | PERMIT |
| BI/22/01159 | Rustic, Main Road Birdham | Siting of static caravan to be used as ancillary accommodation | PERMIT |

Harbour Conservancy.

Cllr Firmston reported on the meeting held by three Birdham Parish Councillors and the Harbour Conservancy to discuss Principal 19 and houseboats. The HC is not a statutory consultee whereas the Parish Council is. They have three planning officers who work three days a week and they do not have any powers of enforcement. Their view was that although planning regulations were very black and white everything else was a very subjective and grey area, difficult to reconcile everyone's views. The planning principles they issued were more guidelines than principles. It was a helpful meeting and all were pleased to have opened a dialogue. Cllr Hamilton said that the HC was more concerned with applications on the borders of the AONB than within the AONB itself. Birdham Parish Council will let them know as soon as they have an objection. It was agreed to keep communications open and have Keeping In Touch (KIT) meetings on a fairly regular basis.

8. Birdham Neighbourhood Plan Review to include response to CDC Local Plan Consultation

- a) Cllr Campbell reported that with the consultation on the Chichester Local Plan the proposed housing numbers for Birdham and the Peninsula have at last been published. There are no houses allocated until 2029 probably because there have already been several large developments which have been granted permission at appeal. This news makes things simpler. However, there is always a chance that this local plan is thrown out by the examiner and more houses are insisted upon. We are moving forward with the plan; work on revising policies and evidence-gathering is done. Once the numbers are definitive the plan will be submitted. Birdham will say that it is happy to have a few houses in the settlement area (windfall sites for example).

b) CDC LOCAL PLAN RESPONSE

Cllr Firmston reported that some people had thought that the zero houses number for the peninsula would mean that the applications that got through on appeal would be cancelled. That is not the case and current applications will still have to be decided. It was probably not a coincidence that the new flood risk assessment figures had been published which would have aided the case for zero houses in Birdham.

Cllr Firmston asked if the council wanted to submit a collective response?

There are three questions in the consultation requiring a response :

- Legal Compliance – does the plan meet the legal requirements for plan making as set out by planning and environmental laws?
- Soundness – has the plan been positively prepared, is it justified, effective, and consistent with national policy?
- Meeting the Duty to Cooperate – has the council engaged and worked effectively

with neighbouring authorities and statutory bodies?

It was agreed to put a proposal on the 8th March agenda.

9. Community Highways Scheme revision and TRO 20mph update

There had been a meeting with Mike Thomas of WSCC Highways to discuss the possible implementation of certain aspects of the refused Community Highways Scheme. It was extremely difficult to work out exactly what were the technical difficulties which contributed to the refusal. The council had asked for a cycle path and were told it was too expensive and too technically difficult. A pedestrian crossing costs £50,000 for example. Cllr Campbell said that they had been unable to think of a way of meeting the criteria. Therefore he was suggesting to the council that they paid a highways consultant to do a professional study. This would cost in the region of £5,000. Mike Dare also came to the meeting and spent time with the councillors discussing the options. The clerk is to see whether any of the CIL money could be used for this purpose.

Action

Clerk

A286 through Birdham.

WSCC confirmed their new policy on TROs and a new policy on Active Travel (cycling/walking). Particular attention was drawn to Vulnerable Road Users (VRU). The average speed limit is now 36mph (previously it was 33mph) which means that Birdham could apply for a TRO of 30mph.

Cllr Pocock proposed and Cllr Salamons seconded that two TROs should be applied for: one on A286 through Birdham for 30mph; and one in Church Lane for 20mph.

This was unanimously **AGREED**.

The TRO is not advisory but has to be adhered to. The problem is enforcement. The only barrier may be the cost of implementation.

Action

Cllr Campbell/Clerk

10. Model Councillor Officer Protocol

Cllr Firmston said this issue was discussed more commonly at the meetings that he had attended. It was apparent that there were some very difficult Parish Councils with some very difficult people. It would also appear that there were even more difficult people who would like to become a Councillor but for all the wrong reasons. The climate around Parish Councils was not always as it was perceived in Birdham – safe and comfortable and respectful. This was not the case elsewhere in the country. The protocols were very useful to stop bad things getting worse and stop bad people getting even more difficult. It covered both district and parish councils.

The clerk explained that this had started with the government's research conducted by the Standards in Public life committee who for seven years had studied behaviours from Parish Councils up to government, and who had come up with a series of recommendations which were much needed, including sanctions for members who did not comply with their codes of conduct or other government standards. NALC/SLCC and monitoring officers across the country had agreed with the findings and believed they were right. Solutions had been offered which included sanctions against councillors and officers. Unfortunately, the government at the time did not think that public figures needed to sign this.

The aim of this last push with the Civility and Respect project was to get a second motion back in front of MPs which would be key to its success. NALC/SSLCC/OVW/and district and county associations across the country thought that now was the right time. 972 councils have signed the pledge thus far.

Obviously Birdham PC did not suffer with any of these issues but there was an election coming up in May and it was possible that the current council would be dismissed and a completely new one come on board. Signing up to this pledge was just another tool in the toolbox to be able to deal with such a situation should it arise.

Currently two councils in Sussex were suffering with one individual disrupting council processes. It was costing the respective district councils £20,000 each to try and sort the problem.

Cllr Firmston said that Birdham needed to sign the pledge; sign the Civility and Respect project and adopt the Councillor/officer protocol.

This motion was proposed by Cllr Devos; seconded by Cllr Hamilton and unanimously **APPROVED**.

Action

Clerk

(Cllr Pocock left the meeting at 8.35pm).

11. Proposed Village sign and Coronation Mugs

Cllr Firmston explained that the proposed sign was to hang on the post of the former pub on the corner of Church Lane. The house is listed and it remains to be confirmed whether the post and sign frame are also listed. The design of the sign would follow the four cameos of the Birdham logo. The idea is to ask residents to donate funds which would be held in a reserve account by the Parish Council. Any left-over funds would be spent on mutually agreed projects within Birdham.

Cllr Salamons to check the listing.

It is estimated that £3000 - £4000 would need to be raised. The current owner is in agreement with the plan.

Action

Clerk/Cllr Salamons

Cllr Campbell proposed that the Council go ahead with the sign; seconded by Cllr Hamilton and unanimously **APPROVED**.

Cllr Hamilton had looked further into the issue of buying Coronation mugs for the school children. She said that she couldn't find a decent design for less than £10. It was agreed that she would look into the cost of commemorative water bottles instead and write a proposal for the next meeting.

Action

Cllr Hamilton

12. Clerk's report

i) Correspondence

- ✚ The "Supporting You" project which has been created by CDC has had much positive feedback and success. They have actively helped people to apply for aid and grants to get them out of extremely difficult situations. One Parish Council had a walk in session in the village and although the turnout was low the resulting help for the parishioners made it worthwhile. The clerk asked if Birdham would like to hold a similar session. Cllr Hamilton said that information about the project was freely available with posters and flyers everywhere. If anyone would like information either for themselves or friends or relatives contact the clerk.
- ✚ The clerk reported that the scout group leader had been put in touch with James Brigden of CDC to help them put a proposal together for the S106 funding
- ✚ VOTER ID – for some elections in the UK from now on Voter Photo ID will be required. Current ID which is acceptable is:
 - Passport
 - Driving licence (including provisional)
 - Blue badge
 - Certain concessionary travel cards
 - Identity card with PASS mark (proof of age standards scheme)
 - Biometric immigration document
 - Defence Identity card
 - Certain national identity cards

If residents do not have an accepted form of ID they can apply for a FREE voter ID document, known as a **Voter Authority Certificate**. This can be applied for online at :

www.gov.uk/applu-for-photo-id-voter-authority-certificate

OR

if there is no access to internet CDC can prepare this for residents for FREE and issue the photograph as well. This means going into CDC offices at Chichester.

For further information contact the clerk.

ii) New Website for Birdham Parish Council

The Clerk had circulated an example website to the Councillors. The cost of setting it up and launching it would be £750 with the possibility of paying a weekly sum for updating and keeping the website active. It would also be useful for Cllr Campbell and the Clerk to know how to update the website at any time.

Cllr Campbell asked which system it used – it uses Umbraco which sits alongside the MS account. It allows them to build the site to meet the strict rules on accessibility required of government websites. Cllr Campbell asked if it could do mailing lists. The clerk will find out. Otherwise, the clerk already has a list of residents to whom she emails information. Their consent has been given for this.

It was agreed to put the item onto the Agenda for the March meeting.

Action

Clerk

iii) Payments for consideration – Cllr Campbell proposed, and Cllr Churchill seconded the payments for consideration. Unanimously **RESOLVED**.

iv) Expenditure to date and Bank reconciliation – circulated.

Cllr Firmston queried the two grants allocated to the Neighbourhood Plan. One is for the Neighbourhood Plan (£8050); the other is for the bequeathed land (£39218.53). Both of these grants will have to be repaid at the end of the financial year.

13. Councillor Reports:

- i. Play area and playing field** – Cllr Firmston reported that the new equipment is to be ordered. The new ball wall would be sited with its back to Farne Close (which was a suggestion of the Wicksteed representative).
- ii. Village green and pond/condition of Village Drain/Ditch network – no report.**
- iii. Communication working group** – Cllr Firmston has a lot of the material now and will be going into Chichester to see the designers shortly. Landbuild seem reluctant to talk about their involvement in the flooding works as they are contracted by WSCC. Cllr Campbell will add a piece about the Neighbourhood Plan. Cllr Firmston hopes that a draft will be available shortly.
- iv. Community resilience – no report**
- v. Manhood Peninsula Action Group** – although with the reduction in housing numbers their mission is theoretically achieved, there will be an online meeting on Monday to talk about their response to the Local Plan.

14. Reports of meetings attended by Councillors – Cllr Churchill had attended the Witterings Medical Centre Patient Participation Group. They now have their full complement of Doctors who are all working full-time. The medical centre has a new messaging system which is more interactive and allows feedback on the consultation system. The membership of the PPG network is around 1000. Cllr Churchill said that the only thing they had been asked to mention was that one PC had made a considerable donation for a new EEG machine. This was apparently taken from S106 funds. The clerk said that councillors could always vote a higher sum into the budget for S137 funding but that next year's had been set. It was agreed to put the allocation of discretionary grants onto the March agenda.

Action

Clerk

15. Items for inclusion on the next agenda

- **Discretionary grants**
- **Local Plan consultation**
- **Coronation memorabilia**

16. Date of next meeting

The next meeting will be held on Wednesday 8th March 2023

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

Signed: _____
Tim Firmston - Chairman

Date: _____

Birdham Parish Council Meeting Feb 8 2023

Bank accounts as of Feb 6th 2023

| | |
|------------------|---------------------|
| Current Account | £ 113,766.84 |
| Deposit Account | £ 100,106.91 |
| National Savings | £ 7,093.25 |
| Total | £ 220,967.00 |

| | |
|--------------------------------|--------------------|
| Opening balance 1st April 2022 | £ 215,418.92 |
| add receipts in the year | £ 68,870.91 |
| less expenditure to date | £ 63,322.90 |
| Balance | £ 20,966.93 |

Less

| | |
|--------------------------|--------------------|
| Reserve @ 50% of Precept | £ 28,331.00 |
| Total | £ 28,331.00 |

Ringfenced Funds

| | |
|-----------------------------|--------------------|
| Op Watershed | £ 2,400.00 |
| Culvert Ditch Maintenance | £ 10,500.00 |
| Adams bequest (Fencing) | £ 6,500.00 |
| CIL Payments | £ 83,990.66 |
| NHB | £ 6,404.46 |
| Neighbourhood Plan Grant | £ 8,050.00 |
| Neighbourhood Plan Grant | £ 39,218.53 |
| Car charging points | £ 750.00 |
| Trees | £ 2,000.00 |
| Ponds improvement long term | £ 1,000.00 |
| Total | £ 57,063.65 |

Available Funds

Total £ 35,572.28

Signed:

*IXWhitaker - Clerk 8th Feb
2023*

**Birdham Parish Council Payments for Consideration
Meeting 8th Feb 2023**

Balances on accounts:

| | |
|-----------------|--------------|
| Current account | £ 113,776.84 |
| Deposit account | £ 100,106.91 |
| NS account | £ 7,093.25 |
| | £ 20,977.00 |

Received since last meeting

| | |
|----------|---------|
| interest | £ 55.78 |
| | £ 55.78 |

Paid since last meeting

| | | |
|-------------------------|------------------------|------------|
| betty geary | litter picking | £ 70.00 |
| I Whitaker | clerk's salary | £ 877.59 |
| nest | pension | £ 64.00 |
| HMRC | contributions | £ 184.40 |
| glasdon | litter bin play area | £ 302.64 |
| sse | street lighting | £ 110.60 |
| access by design | domain management fee | £ 24.00 |
| Boxgrove Parish Council | telephone contribution | £ 35.97 |
| I Whitaker | council running costs | £ 290.74 |
| | | £ 1,959.94 |

Payments for consideration

| | | |
|-----------------|-----------------------------|-------------|
| I Whitaker | clerk's salary | £ 877.59 |
| Mulberry and Co | training catherine planning | £ 48.00 |
| Nest | pension | £ 64.00 |
| Playdale | safety harness replacement | £ 235.20 |
| Sse | street lighting | £ 98.33 |
| Betty Geary | litter picking | £ 70.00 |
| PWLB | loan repayment | £ 8,591.04 |
| Chris Milford | handyman play area works | £ 250.00 |
| | | £ 10,234.16 |