



Notice of the Hybrid Parish Council Finance Meeting  
On Wednesday 8<sup>th</sup> March 2023 at 7pm

**And you are Hereby Summoned to Attend**

This is a HYBRID meeting. You may attend in person at the Village Hall OR if you prefer to attend by Zoom, please contact the Clerk for the link.

**AGENDA**

- 1. Apologies**
- 2. Declarations of interest for items on the agenda and dispensation requests**
- 3. Minutes – to approve and sign the minutes of 8<sup>th</sup> February 2023**
- 4. Public Question time from residents of Birdham in accordance with Standing Orders 1d – 11**
- 5. To receive a report from WSCC member for Birdham**
- 6. To receive reports from CDC members for Birdham**
- 7. Planning matters including appeals, applications and CDC delegated decisions**
  - i. Notifications of new Planning Enforcement Notices**
  - ii. Updates on Planning Enforcements**
  - iii. Notifications of Planning Appeals**
  - iv. Planning applications to be decided**
  - v. To decide Birdham Parish Council’s response to Chichester Local Plan Consultation – deadline 17<sup>th</sup> March 2023**

<b>Planning Application number</b>	<b>Address</b>	<b>Details</b>	<b>Comment deadline</b>
BI/23/00197/DOM	2 Florence Close Birdham West Sussex PO20 7DX	Removal of the existing canopy porch replaced with new entrance porch and cloakroom with pitched roof including alterations to fenestration.	6th March extn asked for until 10th
BI/22/02320/ADV -	(ADVERTISEMENT SIGNAGE) - Birdham Service Station, Main Road, Birdham, Chichester, West Sussex	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	extn asked for until 9th march

		no. no parking sign and 1 no. totem.	
BI/23/00238/TPA - Tree Apps (	White Water, Lock Lane, Birdham, Chichester, West Sussex, PO20 7BA	tree works	Referred to tree officer
BI/23/00240/TPA	White Water, Lock Lane, Birdham, Chichester, West Sussex, PO20 7BA	Reduce height down to 4m/part fell (to match the fourth tree/stump in the line along the rear boundary) on 2 no. Lombardy Poplar trees (quoted as T2 and T3). Both trees within Group, G subject to CC/98/00035/TPO.	Referred to tree officer
BI/23/00284/DOM	Hawkesbury Cottage, Alandale Road, Birdham, West Sussex, PO20 7QN	Construction of detached outbuilding	14/03/23
BI/23/00283/ELD	Kellys Nursery, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	The stationing of 1 no. mobile home for the purpose of residential accommodation.	20/03/23

**vi. Delegated decisions to be noted:**

Planning Application number	Address	Details	Decision
BI/22/03176/FUL - Minor Dev - Dwellings	Orchard House, Lock Lane	Replacement dwelling, pool house and shed outbuildings and associated works	PERMIT
BI/22/02835/FUL -	2 - 4 Birdham Business Park, Birdham Road Birdham	Replace existing extraction plant for new.	PERMIT

**8. Birdham Neighbourhood Plan Review**

**9. Proposal for BPC to respond “Yes” to three questions asked in CDC Local Plan Consultation**

**10. To agree the Dignity at Work Policy**

**11. To pass a resolution to sign the Civility and Respect pledge**

Definition of Civility and Respect
<p>Civility means politeness and courtesy in behaviour, speech, and in the written word.</p> <p>Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.</p>

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
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Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to the Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

- 12. Bell Lane Bus shelter – update**
- 13. Motion to support the Scouts’ application to CDC for Longmeadow S106 £25848.23 and Tawney Nurseries S106 £50907.84**
- 14. Plans for the Coronation – purchase of water bottles/mugs for Primary School children.**
- 15. CDC Infrastructure Business Plan – review of Birdham’s projects**
- 16. Discretionary grants – to agree recipients of grants**
- 17. Clerk’s Report**
  - i. Clerk’s Correspondence**
  - ii. To approve the payments for consideration**
  - iii. Bank reconciliation**
- 18. Councillor reports**
  - i. Play area and Playing field** **Cllr Firmston**
  - ii. Village green and pond** **Cllr Firmston**
  - iii. Communication working group** **Cllr Firmston**
  - iv. Community Resilience** **Cllr Firmston**
  - v. Manhood Peninsula Action Group** **Cllr Glover**
- 19. Reports of meetings attended by Councillors**
- 20. Items for inclusion on the next agenda**
- 21. Date and arrangements of next meeting**

## RECORDING AND FILMING OF MEETINGS

- ✚ Members of the public and press are permitted to record or film meetings to which they have permitted access including remote meetings on a remote video platform. As a general rule the council does not record these meetings. The European Union (EU) has formally recognised the UK's data protection standards (June 28th 2021) which means that personal data can continue to flow between Europe and the UK.
- ✚ Members of the public must be aware of Data Protection laws concerning the filming or recording of other people and respect their rights, particularly with regard to the filming or recording of minors
- ✚ Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded
- ✚ Recording or filming may only be done in a non-disruptive manner. The Chair has the right to stop proceedings and take appropriate action if she/he deems the recording or filming to be disruptive and/or it is contravening the rights of those present
- ✚ The Council asks those who are recording proceedings, not to edit the film or recording in such a way that could lead to misinterpretation of the proceedings, or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
- ✚ These requirements will be deemed to have been accepted whether the public has read them or not.

*Signed: IXWhitaker*

*1<sup>st</sup> march 2023*