



Imogen Whitaker - Clerk & RFO to the Council  
T: 01243 575094/E: [clerk@birdhamparishcouncil.gov.uk](mailto:clerk@birdhamparishcouncil.gov.uk)  
[www.birdham.org.uk](http://www.birdham.org.uk)

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Minutes of the of the Hybrid Parish Council Meeting  
held on Wednesday 8<sup>th</sup> March 2023  
at 7pm

**Present:** Cllr Timothy Firmston (Chairman,) Cllr Graham Campbell, Cllr Gordon Churchill, Cllr Catherine Salamons, Cllr Rachel Glover  
**In attendance:** WSCC Pieter Montyn CDC Graeme Barrett 1 member of public Clerk (Zoom)

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#### **1. Apologies**

Cllr Jan Devos, Cllr Elizabeth Hamilton, Cllr Susan Taylor CDC

**Absent:** Cllr Pocock

#### **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 8<sup>th</sup> February 2023 meeting.**

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

Amendment: Item 7 Harbour Conservancy. Line three should read: “They have three officers 2 days a week”. Line 7 should read: “Cllr Hamilton said that the HC was equally concerned with applications on the borders of the AONB and within the AONB itself”.

Page 2 line 3 the date should be: 2039.

Bank Reconciliation Neighbourhood Plan Grants figures should read: £7627.53 and £39749 respectively.

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

A resident asked about the progress of the Traffic Regulation Order for Birdham. Cllr Campbell said that they had had a TRO rejected but had sent in required paperwork and were awaiting feedback. It was suggested that it would be helpful if local residents showed their support for the TRO by filling out the form on the website as local support was something that WSCC required. All the information on the traffic calming work and how people can support or help, is in the Spring Newsletter which will be delivered to every house in Birdham shortly.

Cllr Barrett mentioned that West Wittering are also setting up a Speedwatch scheme.

Cllr Churchill said that WSCC had said that the methods used by Birdham hadn't matched their matrices. This was for the Community Highway Scheme for the A286 which was different. Cllr Campbell had had a meeting with WSCC Highways, and they had not been specific about what Birdham should do to make their application more acceptable. However, when Cllr Campbell asked Highways for a recommendation for a traffic consultant to present the case to them, they were much more precise about what needed to be done. Cllr Montyn has since suggested that another meeting be held. Cllr Campbell just wanted them to take the Birdham case seriously.

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

- i. Cllr Montyn confirmed that the planning officers for the Harbour conservancy were part – time.
- ii. Cllr Montyn continues his efforts with Southern Water after they had completed surveys in Itchenor and Birdham. 12 klms of pipes had been tested for leakage and 5 klms need sealing. Cllr Montyn doesn't know how or when they will do this but if it is successful there will be less water going into the Pinks Lane pumping station and Summer Lane Pagham station. If successful it would relieve the problem for many people. They will also increase the storm capacity of Sidlesham pumping station. This will be done once the current rain waters have receded. For their projects from 2025 onwards they must agree a programme of works with OFWAT which they are going to do.
- iii. Following on from the completed Landbuild works two headwalls for pipes coming up into the ditches (at the back of the Church), still need to be fitted but again it has been too wet.
- iv. With regard to the speed issue, he has still to see Mike Dare at WSCC. Cllr Campbell said that the council hoped to have all the information and be ready for the July CHS deadline.

#### **6. To receive reports from CDC members for Birdham**

- i. Cllr G Barrett had circulated the Members' bulletin to all councils.
- ii. In January the Overview and Scrutiny Committee CDC had held a meeting with Southern Water where the consensus had been that SW said nothing of use. Following this meeting, questions had been submitted to SW but there has been no response to date.
- iii. Back in 2014 Cllr Barrett had had a meeting regarding the surcharge on the manhole covers. At the time he had measured all the pipework and sent it to SW. They have just confirmed the accuracy of his findings. He has written again to ask them to increase the diameter of the pipes but has had no response. Wet weather exacerbates the situation where roof water enters the pipes.

#### **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 –** Strathmore site – Parish Council to ask for evidence of correct building regulations. For future enforcement issues it was felt that the council needed to proceed on a more evidence-

based approach, as CDC planning always seem to have response to Birdham's objections.

Action

Clerk

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

Planning application number	Address	Details	Comment
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.	NO OBJECTION to construction but question appropriateness of render and its colour.
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 no. no parking sign and 1 no. totem.	No objection on condition that when the shop is closed all illuminated signage is switched off
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	No objection
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.	Objection

v. **To decide Birdham Parish Council's response to Chichester Local Plan Consultation – deadline 17<sup>th</sup> March 2023**

The three questions requiring a response were:

- 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?

Councillor Churchill proposed and Cllr Glover seconded responding “yes” to the first two questions, as BPC was unable to respond to the legality of the compliance. Unanimously AGREED.

The Clerk said that although councils had been asked to only respond to these three questions, the actual consultation required responses and comments. Clerk to write to planning policy for clarification.

Action	Clerk
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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

Covered above.

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

Covered above.

## 10. To agree the Dignity at Work policy

The policy had previously been circulated to councillors. The purpose of the policy is to show that Birdham Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with the council in the course of their work, are treated with dignity, respect and courtesy. BPC aims to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Birdham Parish Council will sign up to the Civility and Respect Pledge, as a commitment to civility and respect in their work, and politeness and courtesy in behaviour, speech, and in the written word. The policy was proposed by Cllr Salamons, seconded by Cllr Churchill, and unanimously **ADOPTED**.

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

### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

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.

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
Our council has agreed that it will treat all councillors, clerks 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 if and 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.	✓

The resolution was proposed by Cllr Campbell, seconded by Cllr Salamons, and unanimously **APPROVED**.

Action	Clerk
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## 12. Bell Lane bus shelter – update

The clerk had been in touch with WSCC with regards to laying of the hardstanding. Unfortunately, it had been missed off the list of works twice, but is due to be completed shortly.

The next steps are to arrange a site meeting with Mike Dare to assess visibility splays and to decide on the best type of shelter to install.

It was agreed that Cllr Glover will revisit the old quotations and see if there is an increase in price.

Action

Clerk/Cllr Glover

**13. Motion to support the Scouts' application to CDC for Longmeadow S106 £25848.23 and Tawney Nurseries S106 £50907.84**

The motion was proposed by Cllr Campbell and seconded by Cllr Glover. It was unanimously **APPROVED**.

Action

Clerk

**14. Plans for the Coronation – purchase of water bottles/mugs for Primary School children.**

Deferred to next meeting.

The Chairman is still waiting for a response from the Church about proposed coronation plans.

Cllr Salamons had spoken to the women's group at Birdham about the plan for afternoon tea for the Coronation on Sunday 7<sup>th</sup> May. It was warmly received and it was agreed to go ahead with the plan. Cllr Salamons will speak to the school and organise a group of people to bake cakes etc. Anyone interested in helping please contact the clerk.

The council could supply funds for coffee and tea.

The clerk to book hall.

Action

Clerk/Cllr Salamons

**15. CDC Infrastructure Business Plan – review of Birdham's projects**

It was agreed to add TROs to IBP 1; add an all-weather footpath to IBP 4 and remove completely IBP 188.

Action

Clerk

**16. Discretionary grants – to agree recipients of grants.**

The council unanimously AGREED exceptionally to augment the sum available for discretionary grants from £250 to £300.

It was agreed to award £150 to the Friends of the Medical Centre

£75 to 4 Sight Vision

£75 to Homestart

Action

Clerk

**17. Clerk's report**

**i) Correspondence**

- a short film to encourage people to stand as councillors has been produced by WSALC. It is on the Birdham website.
- Mr Kennedy sent a quote for next year's grass cutting. There is a sharp increase accounted for by inclusion of fuel costs.
- The new Playdale equipment for the playground will be installed week starting 29<sup>th</sup> May.

- The Great British Spring Clean starts on 17<sup>th</sup> March until 2<sup>nd</sup> April
- Southeast ambulance service has put out a call for First Responders – for the Birdham area. Anyone interested please contact the clerk for further details.
- The Parish Council Annual meeting will be held on Wednesday 17<sup>th</sup> May 2023 due to the elections.

Action	Clerk
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- ii) **Payments for consideration:** the payments for consideration with the addition of £286.36 to MH Kennedy and £678 to Lollipop (newsletter printing) were proposed by Cllr Campbell, seconded by Cllr Churchill, and unanimously **RESOLVED**.
- iii) **Expenditure to date and Bank reconciliation – circulated. The expenditure to date will be presented at next meeting for the financial year end.**

**18. Councillor Reports:**

**i. Play area and playing field.**

- Bat boxes and bird boxes will be fitted to the trees around the recreation ground tomorrow
- The playground area fence will be mended shortly.

**ii. Village green and pond/condition of Village Drain/Ditch network**

- There was a work party last Friday to spread wood chippings across the paths at Triangle copse. That signals the end of the winter maintenance.

**iii. Communication working group.**

- the newsletter has been completed and will be distributed shortly.

**iv. Community resilience – no report**

**v. Manhood Peninsula Action Group – no report**

**19. Reports of meetings attended by Councillors.**

- Cllr Firmston had attended a Manhood Peninsula Partnership Meeting. He will circulate the notes for next meeting.

**20. Items for inclusion on the next agenda**

- **Coronation gift and afternoon tea**
- **Village sign update**

**21. Date of next meeting – Wednesday April 12<sup>th</sup> 2023**

There being no further business to discuss the meeting closed at 9.14pm

Signed: \_\_\_\_\_  
Tim Firmston - Chairman

Date: \_\_\_\_\_

**Bank accounts as of March 5th 2023**

Current Account	£ 103,532.68
Deposit Account	£ 100,231.15
National Savings	£ 7,093.25
<b>Total</b>	<b>£ 210,857.08</b>

Opening balance 1st April 2022	£ 215,418.92
add receipts in the year	£ 68,995.15
less expenditure to date	£ 73,557.06
<b>Balance</b>	<b>£ 210,857.01</b>

**Less**

Reserve @ 50% of Precept	£ 28,331.00
<b>Total</b>	<b>£ 28,331.00</b>

**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	£ 7,627.53
NP Grant Parish Land	£ 39,749.00
Car charging points	£ 750.00
Trees	£ 2,000.00
Ponds improvement long term	£ 1,000.00
<b>Total</b>	<b>£ 157,171.65</b>

**Available Funds**

<b>Total</b>	<b>£ 25,354.36</b>
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Signed:

*IXWhitaker - Clerk 8th March  
2023*



## Birdham Parish Council Payments for Consideration

Meeting 8th March 2023

### Balances on accounts:

Current account	£ 03,523.68
Deposit account	£ 100,231.15
NS account	£ 7,093.25
	£ 210,848.08

### Received since last meeting

£ -

### Paid since last meeting

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

### Payments for consideration

betty geary	litter picking	£ 70.00
I Whitaker	clerk's salary	£ 877.59
nest	pension	£ 64.00
AMS contracting ltd	hedge cutting	£ 1,449.00
sse	street lighting	£ 95.10
timothy firmston	expenses	£ 19.25
		£ 2,574.94