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Minutes of the of the Parish Council Meeting  
held on Wednesday 13<sup>th</sup> September 2023  
at 7pm

**Present:** Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton, Cllr Jan Devos,  
Cllr Susan Taylor  
WSSC Pieter Montyn CDC Elizabeth Hamilton CDC Iain Ballantyne  
1 member of the public  
Clerk (Zoom) and 1 member of the public (Zoom)

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#### **1. Apologies**

Cllr Salamons and Cllr Churchill

#### **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 approve and sign the minutes of 12th July 2023 and the Extraordinary Planning Meeting of 2nd August 2023**

12<sup>th</sup> July 2023: With the addition of 2 members of the public on zoom and 4 members of the public in the room and the following amendment the minutes were proposed by Cllr Taylor, seconded by Cllr Devos and unanimously **AGREED**. Item 7 the Koolbergen inquiry: WSSC had objected on the grounds of 'unsatisfactory surface water arrangements' (not 'sewerage').

2<sup>nd</sup> August 2023: Cllr Hamilton proposed and Cllr Firmston seconded the minutes which were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman.

#### **4. Co-option of new Parish Councillor**

The application of Mr Stephen Hastings had been circulated to Councillors and the Chair and Vice-Chair had met with Mr Hastings for an informal chat.

Cllr Devos proposed and Cllr Taylor seconded the co-option of Mr Stephen Hastings as councillor for Birdham Parish Council. Mr Hastings signed the Declaration of Acceptance of Office and took his place at the table. He was welcomed aboard by the councillors. Mr Hastings thanked the council and said he was looking forward to working with everyone to help residents. Mr Hastings briefly described his former professional life as a manufacturer of environmentally friendly cleaning products for schools, hospitals etc. He had been an elected county and district councillor on the Isle of Wight but preferred the more "a-political" role of the Parish Councillor.

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

There were no questions.

#### **6. To receive a report from CDC members for Birdham Cllr Ballantyne and Cllr Hamilton**

- i. Cllr Ballantyne had attended the public enquiry into the proposed 150 house development with the Birdham Residents Association. He asked as many people as possible to attend the enquiry tomorrow when Highways will be discussed. Next Tuesday will be flooding and surface water; Wednesday will be planning and Thursday the closing statements.
- ii. Cllr Hamilton lamented that the person appointed to speak about transport was impossible to understand and knew nothing about the bus service. Cllr Hamilton filled in the gaps saying

that the excessive traffic stopped the buses sticking to their timetable which meant that appointments in Chichester were missed or cancelled.

- iii. Cllr Hamilton had attended a presentation on the Southern Gateway. Stagecoach had agreed to move their terminal to the end of Terminus road where the depot's capacity would be increased to 75 from 50. Bus stops would be placed along Avenue de Chartres.
- iv. The Council had implemented a Budget review group to make sure the council's finances were protected.

(Cllr Ballantyne left the meeting at 7.25pm).

#### 7. Planning matters including appeals, applications and CDC delegated decisions.

- i. **Notifications of new Planning Enforcement Notices** – there were none received for Birdham but Cllr Hamilton informed the meeting that more caravans were arriving on the land in Bracklesham Lane and enforcement notices had been served.
- ii. **Notifications of Planning Appeals** – none other than BI/23/01497/OUT for 150 houses currently taking place in Chichester.
- iii. **Updates on Planning Enforcements**
- iv. **Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/23/01788/TPA	Moorings, Westlands Estate, Birdham, Chichester, West Sussex, PO20 7HJ	Fell 1 no. Monterey Pine tree (quoted as T1) within Group, G1 subject to BI/14/00188/TPO	Defer to tree officer Henry Whitby
BI/23/01785/FUL - Minor Dev	The White Cottage, Sidlesham Lane, Birdham, Chichester, West Sussex, PO20 7QL	Demolition of existing dwelling, garage and outbuildings. Construction of 1 no. new dwelling, garage, annex and associated works.	No objection on the condition that the proposed annexe is never sold as an independent dwelling, and that the annexe remains ancillary to the main house.
BI/23/01926	27 Rowan Close	Reduce Southern sector by 2.5m 1 no. Monterey Pine tree (T1). Remove 1 no. lower limb (Western sector) and reduce Western sector by 2.5m on 1 no. Oak tree (T2) subject to BI/83/00023/TPO.	Defer to tree officer Henry Whitby

#### v. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
BI/23/01406/FUL	Orchard House Lock Lane Birdham Chichester	Replacement dwelling, pool house and shed outbuildings and associated works -	<b>PERMIT</b>
BI/23/01051/FUL - Minor Dev - Dwellings	Court Barn, Court Barn Road	Replacement dwelling, outbuilding and associated works	<b>PERMIT</b>

BI/23/00034/DOM	Sixpenny Cottage Crooked Lane	Proposed single storey outbuilding comprising of garden store/workshop, studio/garden room and gym	<b>PERMIT DESPITE PC OBJECTION</b>
BI/23/01536/DOM	By Harbour , Westlands Estate, Birdham, Chichester, West Sussex, PO20 7HJ	Extension and remodeling of existing dwelling, including the erection of a two-storey front extension, first floor extension to existing single storey south side extension, single storey rear and north side extension, erection of a detached pool house, and installation of a swimming pool in the rear garden.	<b>PERMIT</b>

### 8. To approve urgent fencing quote for Recreation Ground

With the current movement of many traveller caravans looking for sites the work consolidating and repairing the fence is now urgent. A quote has been received for £810 from Lake Road Landscaping. In response to a question from a councillor about quotes the Chairman confirmed that where possible several quotes were obtained. In this instance the contractor has done work for the council over the last few years and had been proven to be reliable, good quality and very competitive so there is only the one quote this time.

The quote was approved under the next item.

### 9. To approve the reparation of bus shelter roof

A resident had complained about the broken red shingle tiles falling off the roof from the bus shelter opposite Crooked Lane on the Main Road. Two quotes had been obtained and the more reasonable was for repairing the roof and other internal wood repair for £1800 + VAT.

The Chairman said that another bus stop on the main road was also in a bad state of repair, but the idea was to try and change this bus stop to “an active travel hub” which would help with funding from outside sources. This would involve moving the stop forward and installing cycle racks behind so that residents could cycle to the stop, lock up their bikes and catch the bus.

Cllr Hamilton proposed accepting both quotes, Cllr Devos seconded, and the quotes were unanimously **RESOLVED**.

Action

Clerk

### 10. Letter of resignation of Internal auditor. Appointment of new auditor.

The Clerk read out the letter of resignation from the internal auditor who had been with the council for 10 years. The clerk had asked for a quote from an internal auditor with whom she had worked for many years – they were very efficient, responsive and fast. As soon as the quote comes in, she will forward to councillors.

The external audit had been completed and the clerk had circulated to councillors. She said that she has looked into the possibility of changing external auditors as for several years she has found the current ones (Moore) to be extremely difficult and pedantic almost to the point of obstruction. However, this had proved to be impossible as the auditors are appointed by the previously named audit commission and the council will have to stay with Moore until the end of this cycle (2027). The chair read out the External Auditor’s report (which can be found on the website).

It was agreed to take a decision at the next meeting. He thanked the Clerk for the work which was done on the audit each year.

Action

Clerk

It was also agreed to have a 6-month review of the finances at the next meeting as there have been several unbudgeted spends on urgent repairs etc.

Action

Clerk

Cllr Devos was keen for the council to note all the repairs that were undertaken on behalf of the village in the newsletter so that everyone could see what the council was doing for the benefit of all.

Action

Cllr Firmston

### 11. Update on Scout/Village Hall Lease to allow for implementation of project.

The clerk had circulated the recent build plans to the council (see appendix 1).

The chair said that Cllr Salamons in her capacity as property solicitor was helping the scouts with the new lease from the hall. There was regular discussion with the hall who had asked for more details such as removal of asbestos; ownership of land (i.e., not parish council but the hall); and the planning application itself. The asbestos will be dealt with by the contractor; the land is owned by the hall and not the PC and the planning application itself will come to the PC in the normal manner once CDC have validated.

The PC is trying to help with the new lease so as to allow the Scouts to progress the project as quickly as possible as there are spend deadlines on some of the funding. Cllr Firmston thanked Cllr Salamons for helping with this and he hoped that everyone was minded to get this project completed as quickly as possible.

#### **12. To receive a report from WSCC Pieter Montyn**

- a) Cllr Montyn said that of the 114 maintained schools in West Sussex the first examination had shown that none were affected by the aerated concrete (RAAC) problem currently affecting public buildings in the UK. He said that a secondary more detailed survey would be taken as soon as properly qualified surveyors could be engaged. He said that Birdham school was not affected. Non-maintained schools in the sector were not strictly the problem of WSCC but that the council had offered help if needed.
- b) With regard to the several councils that have financially collapsed Cllr Montyn had suggested to WSCC that a full examination of the council's finances should be undertaken to ensure that all is still safe – which it currently is, but that it was a worthwhile exercise to undertake.
- c) Gladman enquiry at CDC: Cllr Montyn was sorry not to have been able to attend this week, but he will be attending on Tuesday to address the surface (flood risk) and waste water issues. The county council submitted another objection last week illustrating that several requirements of the NPPF had not been satisfied and this objection should shortly be on the planning portal.
- d) Cllr Montyn asked who owned the dog bins and whether it was possible to install one on Westlands Close. Dogs' bins are paid for and owned by the Parish Council, but CDC currently has a policy of no more dog bins being installed and that dog waste can be put in ordinary bins, but, as the clerk reminded the meeting, dog waste is supposed to be bagged up by owners and taken home to their own bins.

Cllr Taylor said that originally Highways was not on the Inspector's agenda for the hearing but that it has now been added, but for the moment no one knows when. Several speakers raised the problems of the A286 and consequently the inspector added it to the agenda.

Cllr Hastings asked if it were not possible to have speed surveys done? Cllr Montyn said that it had been done and the information is held by the County Council and if required Mike Thomas could supply it. He said that it doesn't seem to make any difference – they just add the projected increased number of cars and say that it will be alright. Every time there is a new application WS Highways looks at it but the only thing that appears to come out of it is an increased contribution to the mitigation of the A27.

#### **13. Electors' Meeting**

Cllr Devos said that they had changed the name to the Birdham Village drop-in as that would hopefully attract more people and that the meeting was being hosted by the PC for residents to find out more about what is going on in the village. The meeting will take place on Saturday 28<sup>th</sup> October at 10am although set-up will need to be an hour before. Information will be in the Newsletter and on a separate flyer which will be delivered to every household in the village. It will also be an opportunity to fill the last remaining council seats.

#### **14. Clerk's report**

##### **i) Correspondence**

- Barclays Bank: currently there are only two signatories on the PC bank account – the Clerk and Cllr Hamilton. The bank has sent contact details sheet to update by post. Cllr Hamilton and the Clerk to complete. The clerk again suggested that the Council change banks. None of them is particularly outstanding but she would suggest Nat West. It takes a long time to set up and would involve councillors going into the branch in Chichester but once set up seems to run well with an easy-to-use online banking service. If the council does not want to change then at least three or four more councillors need to register as signatories. Decision at next meeting.
- Email has been received from resident concerning more supposedly unauthorised houseboats in Birdham pool. Clerk to ask for further information.

Action

Clerk

- ii) **Payments for consideration** - with the addition of the following the payments for consideration were proposed by Cllr Taylor, seconded by Cllr Hastings and unanimously **RESOLVED**. £525 and £420 to Chris Milford Handyman for play area repairs and installation of goal posts; £378 external auditor fees.
- iii) **Expenditure to date and Bank reconciliation – circulated.**

**15. Councillor Reports:**

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

- Cllr Firmston reported that the bund around the new footpath will be grassed and wild flowered.
- The new set of goal posts have been installed and already used.
- The newly installed grass matting in the play area is not satisfactory and Playdale are to investigate.

**ii. Village green and pond - no report**

**iii. Communication working group** - newsletter on the go and should be ready for delivery before the Electors' meeting. All councillors will be asked to proof.

**iv. Community resilience - no report**

**v. Manhood Peninsula Action Group**

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

- Cllr Hamilton attended a Harbour Conservancy meeting with the new Chair Matt Briers. The repairs for Saltern's Lock were again discussed and what might be done. The repairs total about £20K but no authority wishes to take responsibility for it.

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

- **Budget against expenditure**
- **Banks and signatories**
- **Electors' meeting**

**18. Date of next meeting**

**The next meeting will be on October 11<sup>th</sup> 2023 at 7pm**

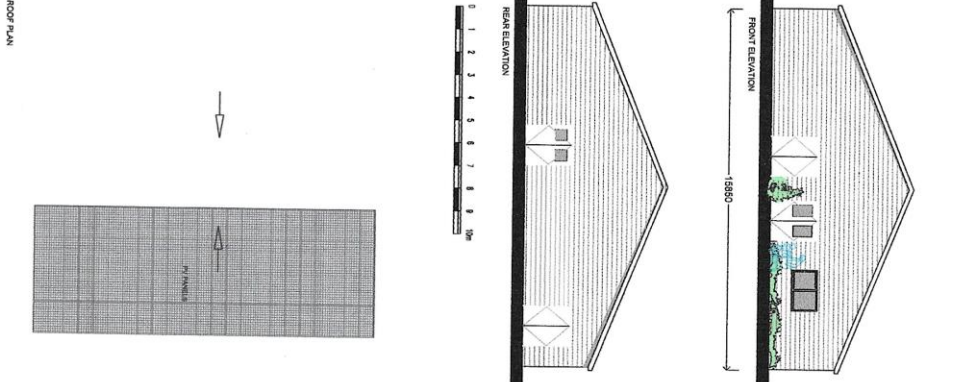
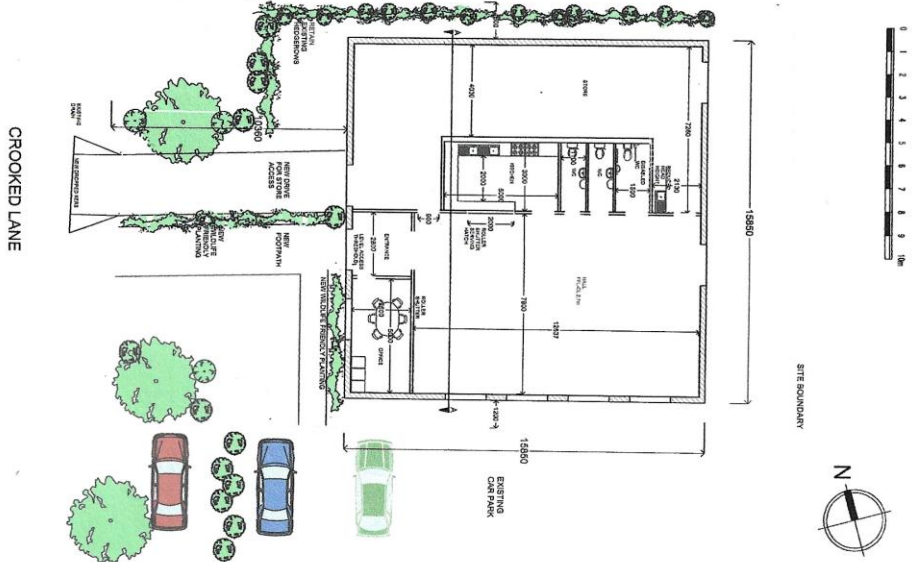
There being no further business to discuss the meeting closed at 9.00pm

Signed: \_\_\_\_\_

Tim Firmston - Chairman

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

GROUND FLOOR PLAN  
SCALE 1:100



**BUILDING DETAILS**

**ENTRANCE**  
PROVIDE A LARGE LOBBY AREA FOR PARENTS TO BE ABLE TO WAIT FOR THEIR CHILDREN, IN THE WARM, AND OUT OF THE ELEMENTS.  
IT IS IMPORTANT FOR THE SCOUT LEADERS TO ENSURE THE LOBBY PROVIDES THE RIGHT LEVEL OF SECURITY, WANDER IN AND OUT OF THE HALL WITHOUT BEING SEEN, ARRIVING AND LEAVING SAFELY.

**OFFICE**  
THE OFFICE WILL HOLD RECORDS AND PASSBOOKS FOR EVENTS AND MEMBERS IN A SECURE LOCATION THAT IS EASILY ACCESS BY LEADERS.  
WINDOWS TO THE LOBBY AND HALL WILL ALLOW LEADERS TO BE ABLE TO KEEP AN EYE ON ACTIVITIES IN THE HALLS AS WELL AS ANYONE ARRIVING AND LEAVING. THE OFFICE IS LARGE ENOUGH TO BE USED AS A MEETING ROOM AND A PRIVATE SPACE WHERE ISSUES CAN BE DISCUSSED WITH LEADERS IN CONFERENCE.

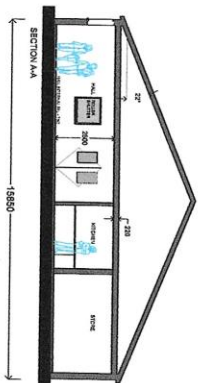
**HALL**  
THEIR LAMINATE FLOOR PROVIDES A WARM SOFT TRAFFICABLE FLOOR FOR ALL TYPES OF ACTIVITIES AND POLING PROVIDES GOOD SOUTH FACING LIGHT INTO THE HALL.

**KITCHEN**  
THE KITCHEN HAS BEEN DESIGNED TO BE IT WILL PROVIDE A SPACE WHERE CHILDREN CAN LEARN TO COOK IN A SUPERVISED MANNER.  
A SERVING HATCH TO THE MAIN HALL ALLOWS SNACKS, BREAKS AND CATERING FOR LARGER GROUPS OF EATERS, AS FOOD AND DRINKING CAN BE SERVED WITHOUT THE NEED FOR LEADERS TO BE PRESENT IN THE KITCHEN WHERE THERE ARE HAZARDS SUCH AS HOBES AND KNIVES.  
KITCHEN UNITS ARE TO BE STAINLESS STEEL, HARD WASHING AND EASY TO CLEAN.

**STORAGE AREA**  
THE OFFICE WILL HOLD RECORDS AND PASSBOOKS FOR EVENTS AND MEMBERS IN A SECURE LOCATION THAT IS EASILY ACCESS BY LEADERS.  
WELL AS STORAGE FOR LEARNING MATERIALS, HARDCORES AND TENT EQUIPMENT AND SANTA'S SLEIGH.

**WC'S**  
INDOOR LUNGER, CUBICLE W.C'S, AND WHEELCHAIR ACCESSIBLE WC.

**ROOF**  
THE ROOF IS TO PROVIDE POWER AND SOLAR WATER HEATING.  
MAXIMISING GREEN AND RENEWABLE ENERGY USE WILL NOT ONLY KEEP THE BUILDING'S RUNNING COSTS TO TEACHING ON SUSTAINABLE LIVING AND GREEN ENERGY AND FIT WITH THE SCOUT ethos OF WORKING WITH NATURE AND NOT HARMING THE ENVIRONMENT.



10082023	PROPOSED BUILDING LOCATION LOGS, MINIMUM 1.5m FROM SITE BOUNDARY
10092023	REVIEW ON ADVISE FROM ECOLOGISTS TO RETAIN EXISTING HERBARIUM
11062023	ROOF PLAN AND ELEVATIONS FOR PLANNING APPLICATION SUBMISSION
20062023	SCOUT PAROLE SCALE BAR AND NORTH POINT ADDED
24062023	POI, MATERIALS, ELEVATIONS AND SECTION ADDED

<b>DRAWING NUMBER</b>	<b>DRAWING</b>
1001/05_E	PROPOSED PLANS AND ELEVATIONS
<b>SCALE</b>	<b>DRAW B"</b>
<b>DATE</b>	<b>DATE</b>
23/02/23	

**Bank accounts as of 8th September 2023**

Current Account	£ 68,366.04
Deposit Account	£ 100,709.24
National Savings	£ 7,099.85
<b>Total</b>	<b>£ 176,175.13</b>

Opening balance 1st April 2023	£ 201,592.77
add receipts in the year	£ 41,905.15
less expenditure to date	£ 67,322.79
<b>Balance</b>	<b>£ 176,175.13</b>

**Less**

Reserve @ 50% of Precept	£ 32,458.50
<b>Total</b>	<b>£ 32,458.50</b>

**Ringfenced Funds**

Op Watershed	£ 2,400.00
Culvert Ditch Maintenance	£ 14,000.00
Adams bequest	£ 6,500.00
CIL Payments	£ 75,553.43
NHB	£ 6,404.46
NP Grant Parish Land	£ 39,749.00
Car charging points	£ 1,500.00
Trees	£ 4,000.00
Ponds improvement long term	£ 2,000.00
<b>Total</b>	<b>£ 152,106.89</b>

**Available Funds**

<b>Total</b>	<b>-£ 8,390.26</b>
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**Outstanding PWLB**

<b>Total</b>	<b>£ 108,150.80</b>
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Signed:

*IXWhitaker - Clerk 9th September 2023*

**Birdham Parish Council Payments for Consideration  
Meeting September 13th 2023**

**Balances on accounts:**

Current account	£ 68,366.04
Deposit account	£ 00,709.24
NS&I	£ 7,099.85
	<b>£ 176,175.13</b>

**Received since last meeting**

VAT rebate	£ 6,098.12
interest	£ 269.12
	<b>£ 6,367.24</b>

**Paid since last meeting**

betty geary	litter picking	£ 70.00
I whitaker	salary	£ 877.59
nest	pension	£ 64.00
hmrc	contributions	£ 64.65
mh kennedy	mh kennedy	£ 597.12
adrian dover	grass cutting and bus stop clearance	£ 130.00
sse	street lighting	£ 107.53
pwlb	loan repayment	£ 8,591.04
		<b>£ 10,501.93</b>

**Payments for consideration**

Elan Cité	SID payment (CIL)	£ 2,809.93
Edburton	Footpath (CIL) deposit	£ 5,400.00
Rospa Play Safety	Playground inspection	£ 136.20
mark harrod	football goals (CIL)	£ 1,595.62
betty geary	litter picking	£ 70.00
betty geary	litter picking	£ 70.00
imogen whitaker	salary	£ 877.59
imogen whitaker	salary	£ 877.59
nest	pension	£ 64.00
nest	pension	£ 64.00
ico	data protection fee	£ 35.00
adrian dover	grass cutting and bus stop clearance	£ 130.00
adrian dover	grass cutting and bus stop clearance	£ 95.00
zurich insurance	insurance premium	£ 1,107.00
mh kennedy	grass cutting	£ 298.56
sse	street lighting	£ 98.33
sse	street lighting	£ 183.02
		<b>£ 13,911.84</b>