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Minutes of the of the Parish Council Meeting  
held on Wednesday 10<sup>th</sup> April 2024 at 7pm

**Present:** Cllr Timothy Firmston (Chairman,) Cllr Catherine Salamons (Vice-chair)  
Cllr Elizabeth Hamilton, Cllr Gordon Churchill, Cllr Susan Taylor  
WSCC Pieter Montyn CDC Elizabeth Hamilton CDC Iain Ballantyne  
Clerk (Zoom)  
Guest: Maria Thomlinson Smith Symonds and 2 members of public

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### **1. Apologies**

Cllr Jan Devos – unable to attend / work commitments. Apologies accepted by the council.

### **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 13<sup>th</sup> March 2024 meeting**

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

Appendix 3: Second page, second paragraph, line 2 should read, “heritage crime including metal detecting, thefts from underwater, church thefts of lead and stained-glass windows.....”

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

There were no questions.

### **5. To receive a report from CDC member for Birdham Cllr Ballantyne and Cllr Hamilton**

- i. Cllr Ballantyne reported that the Local Plan is moving forward but there are still issues to be resolved with transport. However, the council is hoping to submit and solve some issues at the same time. Submission should be within weeks and not months.
- ii. Cllr Hamilton reported that as a member of the Grants and Concessions panel they had had a meeting to discuss the allocation of the £1million pound grant from the Government’s Shared Prosperity Fund. She was pleased to be able to report that the Scouts had been awarded £20K for the outfitting of the new kitchen.

### **6. Motion: Proposal for Community Orchard on Bequeathed Land (conditional on funding/feasibility/volunteers etc).**

Cllr Salamons and Mr Mark Hobson had met on site and looked at the access from Longmeadow and to see if there was a possible water supply (needs to be confirmed). Mr Hobson had spoken with CDC about their tree scheme, and they are coming to look at the land. He had also looked at grants – so many of them had already finished but he is pursuing.

It was suggested that implementing only half of the plot to begin with would be a good idea and then, at a village meeting, ask residents what they would like to see there. Mr Hobson said that the Scout group, the Primary school, and residents he had met were all positive about the orchard.

It was feasible that there would be CIL funds to help with costs. Residents could be asked to sponsor a tree.

Cllr Salamons has asked for a quote from Wannops to register the easement from Longmeadow to the plot, as well as changing the address on the Land Registry document. It was also suggested that an all-weather footpath be made from Longmeadow so that residents could access the shop.

All councillors were in favour of the motion of the Community Orchard.

Thanks were given to Mr Hobson for all his work on this project.

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

- i. **Notifications of new Planning Enforcement Notices – CDC is working on notices for the former traveller pitch.**
- ii. **Notifications of Planning Appeals – none received**
- iii. **Updates on Planning Enforcements – ditto (i)**  
The issue of the Compulsory Purchase Order (to which Birdham objected) for plot off Crooked Lane is to go before an inspector. Awaiting further details.
- iv. **Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/23/00067/FUL - Lge Scale Maj Dev - Dwellings	Russell's Garden centre	14 no. dwellings (4 x affordable 10 x market), replacement commercial (class E) building, new and altered access and associated works	<b>Objection confirmed – Cllr Hamilton to speak on behalf of PC at Committee meeting on 17<sup>th</sup> April.</b>
BI/24/00468/ELD	Hundredsteddle farm	continued use of existing lawful development certificate for caravan housing worker	<b>Objection</b>
BI/24/00566/DOM	Salthouse, Martins Lane, Birdham, Chichester, West Sussex, PO20 7AU	Outbuilding to form annexe and incidental space to Salthouse with associated works.	<b>No Objection on condition that not used/sold as a separate dwelling</b>
24/00502/FUL	Court Barn Court Barn Lane	Replacement dwelling, outbuilding and associated works (approved under BI/21/02858/FUL and varied by BI/22/01621/FUL) - Variation of Condition 2 of planning BI/22/01621/FUL - To reference	<b>No objection</b>

		changes to increased height and depth of chimney, addition of a new window to west elevation at ground floor level and storage mezzanine to garage annexe - variation of Condition 2 of Planning Permission BI/23/01051/FUL to add a solar array on the roof.	
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**v. Delegated decisions to be noted**

<b>Planning Application number</b>	<b>Address</b>	<b>Details</b>	<b>Decision</b>
BI/24/00061/FUL - Minor Dev - Dwellings	1-4 Claytons Corner, Birdham, Chichester, West Sussex, PO20 7HQ	Demolition of 4 no. existing dwellings and erection of 5 no. dwellings, with associated works including new vehicular access route, parking provision and landscaping.	<b>PERMIT</b>

**8. To receive a report from WSCC member for Birdham (heard after item 9).**

Cllr Montyn was congratulated by the Chairman Cllr Firmston on his appointment as Chairman of West Sussex County Council.

- Cllr Montyn reported that there would be several separate incidences of road works coming up shortly on the A286 – and no diversions would be in place.
- The flooding of last Tuesday due to a combination of an exceptionally high spring tide, strong southerly winds and rain had caused flooding across the south coast. The Medmerry Holiday Village had been evacuated to Selsey and were still unable to return to their homes as another high tide was expected today. Cllr Montyn congratulated the police and ambulance service for the extremely efficient evacuation that had taken place.

**9. Electors' Meeting – start time and format.**

It was agreed that the Electors' Meeting would take place before the Annual Parish Council meeting, to start at 6.30pm. Any residents wishing to ask questions about everything and anything are welcome to attend!

The annual reports would be heard in the Annual Parish Council meeting.

(Cllr Ballantyne left the meeting at 7.58pm)

**10. Clerk's report**

**i. To agree and sign ANNUAL GOVERNANCE STATEMENT**

The Annual Governance statement had been circulated prior to the meeting and was read by all Councillors.

Cllr Taylor proposed, and Cllr Churchill seconded the approval of the Annual Governance statement. Unanimously **AGREED**.

**ii. Review of budget 2023 – 2024**

The Council finished the 2023 – 2024 financial year £2534 within budget.

**iii. Clerk's Correspondence**

The clerk had received the annual statement for the loan for the Village Hall (paid for by the Parish Council). There is £95750.11 outstanding.

The clerk had received notification from WSCC that the request to cut back the vegetation along the pavement towards the shop (A286) had been "closed" as it was not deemed overgrown enough to warrant cutting.

**iv. To approve the payments for consideration**

The payments for consideration were proposed by Cllr Taylor, seconded by Cllr Churchill and unanimously **RESOLVED**.

**11. Councillor reports**

**i. Play area and Playing field –**

- Cllr Firmston reported that there were some general maintenance issues which needed resolving: part of the fence around the play area had been broken (on both sides). He also said that the bench on the village green which was supported by concrete slabs, needed new slats and a metal supporting arm.

- **all agreed that** quotes were to be sought for the second part of the all-weather footpath from the corner of Farne Lane, parallel to the hedge and then to meet the footbridge.

- the St George's flag will be put up for April 23<sup>rd</sup>, and then replaced with the Union flag.

**ii. Village green and pond**

- the working party will be meeting on the 12<sup>th</sup> April to remove the large weeds from the ponds

**iii. Communication working group - no report**

**iv. Community Resilience -** possible that it should be revised to include dealing with flooding – although Cllr Firmston pointed out that since the Watershed works and despite the unprecedented rain, Birdham has not suffered the level of flooding as before.

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

Cllr Salamons will be attending the WSALC meeting on 23<sup>rd</sup> April.

Cllr Firmston is attending the first three parishes traffic calming group meeting (Donnington, Apuldram and Birdham) to discuss what can be done for the whole length of the A286 from the A27 to Shell garage.

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

**14. Date and arrangements of next meeting:**

**6.30pm Electors' Meeting for all residents of Birdham. (No formal agenda – questions and concerns welcome)**

**7.00pm Birdham Annual Parish Council Meeting**

There being no further business to discuss the meeting closed at 8.55pm

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

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

**Birdham Parish Council Payments for Consideration**  
**Meeting April 10th 2024**

**Balances on accounts:**

Current account	£69,211.64
Deposit account	£71,398.42
NS&I	£7,099.85
	<b>£147,709.91</b>

**Received since last meeting**

S106	£19,130.17
	<b>£19,130.17</b>

**Paid since last meeting**

betty geary	litter picking	£70.00
I whitaker	salary	£877.59
nest	pension	£64.00
sse	street lighting feb	£185.87
sse	street lighting jan	£185.87
		<b>£1,383.33</b>

**Payments for consideration**

betty geary	litter picking	£70.00
I whitaker	salary	£877.59
nest	pension	£64.00
hmrc	contributions	£64.65
sse	street lighting feb	£173.94
cdc	waste collection	£839.90
wsalc	wsalc and nalc contributions	£578.11
adrian dover	grass cutting and bus stop clearance	£60.00
I whitaker	council running costs	£245.32
boxgrove parish council	telephone contribution	£35.97
arbus	SID installation	£1,512.00
Action in rural sussex	subscription	£50.00
		<b>£4,571.48</b>



Birdham Parish Council  
Expenditure against budget end of year 2023 - 2024

		Budget	Spent but paid for by grants	Spent	under/over
<b>Administration</b>					
5	Clerks Salary	11557.60		11,493.68	63.92
6	Home Office Allowance	450.00		450.00	0.00
7	Stationery/tel/broadband	680.00		869.10	-189.10
8	Audit Fees	660.00		665.00	-5.00
9	IT	1349.00		1,309.60	39.40
10	Data protection	225.00		185.00	40.00
11	Insurance	1050.00		1,107.00	-57.00
12	PWLB	17182.00		17,182.08	-0.08
13	Hire of Hall	0.00		0.00	0.00
14	Cllr expenses inclu chair allowance	100.00		258.63	-158.63
15	Training	200.00		0.00	200.00
16	Cllr Travelling expenses	0.00		0.00	0.00
17	Subs and Pubs	1020.00		756.86	263.14
18	S137	270.00		323.98	-53.98
19	MPP	438.00		438.00	0.00
20	Elections	500.00		333.50	166.50
21	Publications	0.00		0.00	0.00
22	Newsletter	350.00		1,249.00	-899.00
23	Community resilience	50.00		0.00	50.00
		36,081.60	0.00	36,621.43	-539.83
<b>Land Maintenance</b>					
26	Grass Cutting	4000.00		3227.59	772.41
27	Hedges and Ditches	1800.00		0.00	1800.00
28	Playing field Playground	1500.00	19015.43	0.00	1500.00
29	Trees	1500.00		1500.00	0.00
30	Churchyard Maint Grant	325.00		325.00	0.00
31	Village Triangle and Kingfisher ponds	1500.00		0.00	1500.00
32	Culvert Maintenance	3500.00		3500.00	0.00
33	Litter Collection	850.00		840.00	10.00
		14,975.00	19015.43	9,392.59	5,582.41
<b>Street Lighting</b>					
36	Street Lighting	1560.00		1686.19	-126.19
37	Repairs & Maint	1200.00		947.73	252.27
38	Car charging	750.00		0.00	750.00
		3,510.00	0.00	2,633.92	876.08
<b>General</b>					
41	Bus Shelter Repairs	300.00		1650.00	-1350.00
42	Bus Shelters Clearance	250.00		225.00	25.00
43	Notice Boards	250.00		0.00	250.00
44	Bins - Litter & Dog	600.00		613.60	-13.60
45	Mobile Waste facility WSCC	4500.00		8346.08	-3846.08
		5,900.00	0.00	10,834.68	-4,934.68
<b>Capital Expenditure</b>					
48	Website Maintenance	200.00		255.00	-55.00
49	Fencing of Adams Bequest	6500.00		6500.00	0.00
50	Neighbourhood Plan	500.00	47437.36	0.00	500.00
51	ponds improvement long term	1000.00		1000.00	0.00
52	Capital expenditure	1000.00		846.00	154.00
53	Contingency	1000.00		48.35	951.65
54	CIL		20790.95	0.00	0.00
		10200.00	68228.31	8649.35	1550.65

BUDGET

70,666.60	87,243.74	68,131.97	2,534.63
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Row 7: includes zoom payment £143.88

Row 28: paid for by insurance/grants : height barrier/ballwall/playground

Row 50: Repayment of locality grant

Row 52: Expenditure over and above grant of £250 for jubilee bench

Row 54: CIL spending: footpath/football goals/SID