



Imogen Whitaker - Clerk & RFO to the Council
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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 12th June 2024
at 7pm

Present: Cllr Timothy Firmston (Chair), Cllr Catherine Salamons (Vice-chair)
Cllr Elizabeth Hamilton, Cllr Jan Devos, Cllr Susan Taylor
WSCC Pieter Montyn CDC Elizabeth Hamilton CDC Iain Ballantyne
Clerk (Zoom) and 2 members of the public

1. Apologies

Cllr Churchill is unwell. Apologies accepted by 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 approve and sign the minutes of the Annual Parish Council meeting, and the Electors’ Meeting May 8th 2024.

The Annual Parish Council meeting minutes were proposed by Cllr Taylor and seconded by Cllr Salamons. They were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chair.

The Electors’ Meeting Minutes were proposed by Cllr Hamilton and seconded by Cllr Taylor. They were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chair.

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 members for Birdham Cllr Ballantyne and Cllr Hamilton.

- i. Cllr Ballantyne said that because of the General Election and a need to remain impartial and with no political affiliation there was little to report. He had noted that the UK Shared Prosperity Fund had made a grant to a Birdham business for a rotary engraver.
- ii. Cllr Hamilton said that at the Cabinet meeting a draw-down from reserves of £120K had been approved to cover the cost of better barristers to fight refused developments at appeal.
- iii. Cllr Hamilton had forwarded a copy of the planning objection comments of Ms C Cobbold an expert in climate change to the Parish Council for the proposed development of Stubcroft Lane East Wittering for 264 homes.

End of reports.

Cllr Ballantyne left the meeting at 7.16pm.

6. Planning matters including appeals, applications and CDC delegated decisions.

- i. **Notifications of new Planning Enforcement Notices – there were none received**
- ii. **Updates on Planning Enforcements – there were none received**
- iii. **Notifications of Planning Appeals** – the District Council inquiry into the Compulsory Purchase order for the access track for the Hyde Martlett development of Crooked Lane will be heard in August. The clerk had circulated the previous objection of the Parish Council issued in May 2023. It was agreed that the Clerk should write to the case officer and bring to his attention the newly granted development of 150 homes in Birdham which

will considerably increase the traffic, and the extended use of the Primary School which now also houses a nursery, after school clubs and activities. It is essential that the inspector visits before the end of the school year to see the traffic chaos which is caused by the dropping off of children in the mornings and for an extended period in the evening.

Action

Clerk

At this point the Chair moved Item 8 forward – Birdham Community Orchard update.

Various practical issues have been discovered – the lack of water supply, the possibility of a grant from DEFRA, and trees from CDC. It was agreed to find out how many trees can be planted given the need to protect the canopy and tree which is under a Tree Preservation Order.

In August an apple tree specialist will be coming to look at the site and from there a plan can be drawn up of how many trees and costs. The first step is for the Parish Council to clear the land of brambles and weeds so that the ground can be easily accessed. The DEFRA grant also needs to be applied for now. The Parish Council is sponsoring the orchard; a list of stakeholders needs to be supplied; testimonials can be added showing the councils commitment to biodiversity and ecology with its work with the Manhood Heritage and Wildlife group.

A gate also needs to be put in from Longmeadow Gardens.

It was suggested that locals could “Adopt a tree” for a generous amount to aid funding.

It was agreed that the Council would move forward with getting the ground cleared and Cllrs Hamilton, Salamons and Mr Hobson will be the working group for the moment.

At the Autumn meeting this would be a good topic to present to Locals.

Action

Clerk/Cllr Firmston

Item 6iv: Planning applications to be decided:

Planning Application number	Address	Details	Comment
BI/24/01057/DOM - Other Dev - Householder Developments	1 Rowan Close, Birdham, Chichester, West Sussex, PO20 7FF	Lift the internal height of the roof and replace the roof pitch and 2 no. additional gable ends on either side of the building. 1 no. dormer to south with 2 no. skylights and Juliet balcony	No objection on condition that the pre-app advice given by CDC is taken into consideration. The Parish council is unsure whether the present plans have taken this advice into account.
BI/24/01022/DOM	Windward, Longmeadow Gdns	Pitched roof single storey side extension and flat roof garage extension.	No objection on condition that the dark skies policy is adhered to (as within the AONB) with blinds on the roof lights.
BI/24/01065/DOM	Swallow Cottage Crooked Lane	Erection of a two-storey rear extension to replace existing conservatory.	No objection
24/01077/FUL	Orchard House Lock Lane Birdham	Replacement dwelling, pool house and shed outbuildings and associated works (Variation of condition 2 of permission 22/03176/FUL - reduce overall footprint of dwelling, amendments to design of windows and doors. 2 no. additional skylights, 2 no. ASHP units to Pool house , PV panels to southern roof, 1 no. aircon unit to east elevation and 1 no. outdoor storage to west elevation.	No objection

		Changes to the roof design of garden shed).	
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v. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
BI/23/02616/FUL - Minor Dev - Dwellings	Creek Cottage, Westlands Estate	Replacement dwelling and associated works.	PERMIT
24/00502/FUL	Court Barn Court Barn Lane	Replacement dwelling, outbuilding and associated works - variation of conditions.	PERMIT

7. To discuss how to deal with planning applications in the future.

Cllr Taylor said that it would be beneficial if planning meetings were held separately and then the Parish Council meeting would not be so long. She said that if agreed the meetings could be held every two or three weeks for example, but if there were no planning applications then obviously the meeting wouldn't be held. She said that two or three councillors could attend that meeting.

The clerk said that she felt it would be undemocratic for two or three councillors to decide the planning applications for the village, especially if those meetings were held in the day when residents could not attend; the council already only comprises 6 councillors. The meetings should be with as many of full council as possible.

It was agreed that there would be a trial period of 6 months from September with meetings every two weeks. A quorum of 3 was necessary.

Cllr Salamons said that to save time this would require all councillors looking at the planning applications before the meeting, work which is currently done by Cllr Firmston for the whole council.

The Planning Committee would take on all the responses and appearances for appeals etc.

8. Birdham Community Orchard – update

Already covered above

9. To receive a report from WSCC member for Birdham.

Cllr Montyn reported that the contractors for Southern Water were progressing with the lining of the sewer pipes, but it was a slow process, and it hadn't been finished yet. The team are currently working in Westlands Lane.

The problem with the section of surface water drainage pipe along the top end of Crooked Lane along the wall has been reported to WSCC Highways.

Cllr Montyn had circulated a document about WSCC Better Roads Strategy issued by WSCC Highways.

10. Motion to endorse the S106 agreement for funds for the Teen shelter.

A member of the public had come representing the residents of Farne Close, who were against the installation of a teen shelter. She said that the residents were constantly disturbed at night by drugged and drunk young people hanging out in the play area, playing loud music and wrecking the fencing. She said that they were local and that two of them came from Tawney Close. The clerk asked if the police had been called. She said yes, several times and sometimes they came. They just took the children back home. She said putting in a teen shelter would just encourage the teens to come and create more noise and damage.

Cllr Salamons asked why, if this anti-social behaviour had been continuing for some time, that this was the first time it had been brought to the attention of the Parish Council? It was agreed that whether the teen shelter were there or not the antisocial behaviour would continue in the play area causing damage in there, and that was the problem that had to be dealt with.

There were clearly a lot of bodies involved – police, social services, and parents. Cllr Devos said that now the council knew about it they would see what could be done.

The clerk is attending a police meeting next week and will try and raise the issue there. She will also send a mail to Pam Bushby at CDC. The clerk asked the resident whether the Police had sent the Fast Response team to the young people and she said yes.

The clerk had contacted Bracklesham about their teen shelter and their problem had been the broken glass from broken bottles, and vandalism of the shelter. Their shelter has been removed.

The Clerk will pause the installation of the teen shelter pending further investigation.

Action	Clerk
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Cllr Salamons to circulate documentation on teens and shelters to give some pointers.

Action

Clerk

The council unanimously **AGREED** the terms and conditions of the S106 agreement funding for the Teen shelter.

11. Motion to agree the appointment of Mr Ian Sumnal representative of BPC on GLAM, and Mr M Evans on Community Speedwatch.

The Motion was proposed by Cllr Devos, seconded by Cllr Salamons, and unanimously **AGREED**.

12. Clerk's report

i) Correspondence

- the work on the Scout hut is well underway. The scouts are facing a shortfall against budget of £16422 (without counting the proposed solar panels). The council agreed in principle to give £10K of the CIL fund to the Scouts. This to be formally agreed at the next meeting.

- the repair of the barrier is to take place on 20th June. Clerk to contact B Geary and confirm attendance.

- Voting in the general election has become more complex – the need for photo ID; a limit on how many proxy votes you can make, and other items. Please see website for further details.

ii) Payments for consideration, with the addition of £500.15 to Kennedy's the payments for consideration were proposed by Cllr Salamons, seconded by Cllr Hamilton and unanimously **RESOLVED**.

iii) Bank reconciliation – circulated.

13. Councillor Reports:

i. Play area and playing field – the fencing has recently been repaired but to confirm whether damaged again.

ii. Village green and pond – Cllr Firmston has been in contact with the daughter of Betram Frederic Francis, who has commemorated the life of her father and inventor of Scalectrix with a replacement tree planted on the green. The plaque has been completed and will be concreted into the ground.

iii. Communication working group – no report

iv. Community resilience – Cllr Firmston has joined the Manhood Peninsula Emergency plan group to exchange ideas and information so that in the event of another event (flooding at caravan park) there is more linked information and initiatives.

14. Reports of meetings attended by Councillors – no reports

15. Items for inclusion on the next agenda

- Planning meetings
- Antisocial behaviour
- Organisation of village meeting

16. Date of next meeting

The next meeting (and last meeting before the Summer recess) will be held on Wednesday July 10th 2024.

There being no further business to discuss the meeting closed at 9.05pm

Signed: _____
Tim Firmston - Chairman

Date: _____

**Birdham Parish Council Payments for Consideration
Meeting June 12th 2024**

Balances on accounts:

Current account

£97,853.32

Deposit account	£71,665.43
NS&I	£7,154.78
	£176,673.53

Received since last meeting

Interest	£267.01
Insurance payout	£2,735.18
	£3,002.19

Paid since last meeting

Jackson's fencing	cost of parts (barrier repair)	£1,416.23
betty geary	litter picking	£70.00
imogen whitaker	clerk's salary	£877.59
nest	pension	£64.00
hmrc	contributions	£21.55
satswana	data protection officer	£180.00
JNR	MS365/domain/email	£1,631.52
cdc	mpp project officer	£496.00
ams contracting ltd	hedge cutting	£724.50
elan city	mpounting bars sid	£124.96
sse	street lighting	£186.34
Screwfix	hose clips for SID	£19.99
Smithe and Co Ltd	internal audit	£324.00
T Firmston	councillor expenditure	£75.99
		£6,212.67

Payments for consideration

betty geary	litter picking	£70.00
imogen whitaker	clerk's salary	£877.59
nest	pension	£64.00
royal british legion	dday flag	£23.98
kennedy and sons	grass mowing	£323.32
sse	street lighting	£180.35
parish council websites	deposit	£314.58
playdale	repairs deposit	£875.71
lake road landscaping	fence repairs	£414.00
adrian dover	grass mowing and bus stop clearance	£95.00
		£5,812.68

Birdham Parish Council Recon 12th June 2024

**Bank accounts as of June 7th
2024**

Current Account	£97,853.32
Deposit Account	£71,665.43
National Savings	£7,154.78
Total	£176,673.53

Opening balance 1st April 2023	£147,709.91
add receipts in the year	£40,015.12
less expenditure to date	£11,051.50
Balance	£176,673.53

Less	
Reserve @ 50% of Precept	£36,908.00
Total	£36,908.00

Ringfenced Funds

Op Watershed	£2,400.00
Culvert Ditch Maintenance	£17,500.00
Adams bequest	£6,500.00
CIL Payments	£68,710.20
NHB	£6,404.46
NP Grant Parish Land	£600.00
Car charging points	£1,500.00
Trees	£5,275.00
Ponds improvement long term	£3,000.00
Total	£111,889.66

Available Funds	Total	£27,875.87
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Outstanding PWLB	Total	£95,750.00
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Signed:

*IXWhitaker - Clerk 8th June
2024*