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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 9th October 2024
at 7pm

Present: Cllr Timothy Firmston (Chairman,) Cllr Catherine Salamons (Vice-chair)
Cllr Elizabeth Hamilton, Cllr Susan Taylor
WSCC Pieter Montyn CDC Elizabeth Hamilton CDC Iain Ballantyne
Clerk (Zoom) and 0 members of the public

1. Apologies

Cllr Gordon Churchill and Cllr Jan Devos. The Council agreed their absences.

2. Declarations of interest

- i. Cllr Catherine Salamons declared an interest in planning item BI/24/01760/FUL.
- ii. There were no dispensation requests

3. Minutes – to approve and sign the minutes of 26th July 2024 Extraordinary Planning Meeting, and 11th September 2024 Council meeting.

The Minutes of 26th July 2024 Extraordinary Planning meeting were proposed by Cllr Taylor, seconded by Cllr Hamilton and were unanimously agreed to be a true and accurate record and were duly signed by the Chair of that Meeting Cllr Salamons.

The Minutes of 11th September 2024 Council meeting were proposed by Cllr Hamilton, seconded by Cllr Firmston and 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 none.

**5. To receive reports from CDC members for Birdham
Cllr Iain Ballantyne**

- i. Cllr Ballantyne had attended the All Parishes' meeting at CDC. The next meeting will be on line.
- ii. At the District Council Meeting the Chichester regeneration strategy was discussed. In particular the removing of the bus station and having the pick up and drop off points of Stagecoach buses in Avenue de Chartres. Artist's impressions of the installation had been circulated.
- iii. A Climate Change Resilience report had been published.
- iv. Planning: Shona Archer of the Enforcement team had commissioned a report from the Planning Advisory service to confirm CDC's planning position as so many of the large-scale development applications had gone to appeal. The report was favourable to CDC but suggested that further training of Parish Councillors in planning matters would be beneficial as some objections couldn't be validated under planning law, and objections were submitted after the issue had been resolved.
- v. The Chichester Local Plan is now in the process of Public Consultation.

vi. There are additional funds from Chichester Tree scheme for the Community Orchard
End of report

Cllr Taylor said that she would welcome the planning committee making more decisions against Officer recommendations.

Cllr Hamilton – CDC

Cllr Hamilton added that for the relocation of the bus terminus to Ave de Chartres, there had been requests for shelters to be provided. CDC had been against this as it would have a financial impact in terms of repair and maintenance.

Cllr Ballantyne left the meeting at 7.16pm

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

- i. **Planning Enforcement notices – new and/or updates** – there were none received
- ii. **Notifications of Planning Appeals** – there were none received
- iii. **Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/24/01760/FUL - Minor Dev - Dwelling	Broomer Farm, Lock Lane, Birdham, Chichester, West Sussex, PO20 7AX	Demolition of existing dwellinghouse and garage/annexe and erection of new dwellinghouse.	Cllr Salamons declared an interest. NO OBJECTION on condition that the dark skies policy is adhered to.
24/01896/FUL	Clayton's Corner	Planning Application: 24/01896/FUL Demolition of 4 no. existing dwellings and erection of 5 no. dwellings, with associated works including new vehicular access route, parking provision and landscaping - Variation of Condition 2, 18 and 20 of Planning Permission BI/24/00061/FUL for alterations including single storey rear extension to Plot 1, gable roof form to front elevation for Plots 1 and 2, slate tiled roof for Plot 1, rooflights to the southwestern roof slope for Plots 1 and 2, porch canopies to all dwellings, relocated garage for plot 1, alterations to fenestration, changes to hard and soft landscaping and associated works including revised drainage runs	OBJECTION on grounds of impact of garage on street scene and if allowed should be fully screened from Church Lane.
BI/24/02062/ADV - Other Dev	Unit 5, Premier Business Park, Birdham Road,	2 non illuminated fascia signs	NO OBJECTION but PP15 should be discussed with Harbour Conservancy as within AONB
BI/24/02061/FUL - Minor Dev - Office/R andD/Light Industry	Unit 5, Premier Business Park, Birdham Road,	Refurbishment of the existing commercial unit (use class E) with replacement pitched roof, extension and new pitched roof over existing structure. With internal alterations to allow for new office space. Signage on south and west elevations.	NO OBJECTION

iv. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
BI/24/01526/ELD	Carthagena Farm	Residential use and occupancy.	PERMIT
BI/24/01679/DOM	Montys Oak Church Lane	Carport, pool and pool enclosure	PERMIT

	Birdham Chichester		
BI/24/01937/PNO	Holt Place Farm Shipton Green Lane West Itchenor Chichester	Building for machinery storage, hay/straw storage and temporary grain store at harvest.	WITHDRAWN
BI/23/02616/FUL	Creek cottage	Replacement dwelling and associated works - variation of Condition 2 of Planning	PERMIT
21/01830/OUT DCLG Ref No: APP/L3815/W/23/3319434	Land Off Main Road, Birdham, Chichester, West Sussex PO20 7HU	Outline planning application for up to 150 dwellings (including 30% affordable housing) with community park, public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point. All matters reserved except for means of access.	WITHDRAWN

7. Community Orchard – update

Cllr Hamilton had contacted RHS for some advice. She will supply with a plan, pictures and size of plot once the clearance has been done.

The tree specialist who had visited the site said that the current tree canopy was too extensive to allow fruit trees to grow underneath. It is not allowed to cut back an established tree canopy to plant a smaller secondary one.

They will have a meeting on site tomorrow to establish other possibilities – a wildlife copse with pathways and seating which would make it accessible to the community is another option.

9. Infrastructure Business Plan CDC – update

Currently the following items are on the plan:

- Traffic calming of A286 and improving pedestrian safety
- Draining the playing field and providing changing facilities to include all weather footpath
- Parish duty to provide allotments

To be added:

Speed indicator Device
Scout Hut
Teen shelter
Playground equipment
TRO 20mph
TRO Yellow lines Crooked Lane

10. To receive a report from WSCC member for Birdham – deferred until later in meeting

11. Clerk's report

i) Correspondence

- WSCC is now open for applications for primary and secondary school places
- Birdham Parish Council has received £12500 CIL for Clayton's Corner development.
- Local Electricity Campaign: the government has introduced its own bill which includes all that was being asked for under the LEC except access for Community energy. The council agreed to write to Jess Brown Fuller MP before tomorrow morning to ask her to sign amendment.

Action

Clerk

- Clerk has received a letter from Connaught Group's Waterhaven Place who have staff available for volunteering until Christmas (due to delay in opening of building).

A litter pick in ditches and/or ask Jane Reeve if help needed.

Action

Clerk/Cllr Salamons

- Police Commissioner survey closes on 31st October. Commissioner Katy Bourne is asking for feedback on the current running of the Police Service from all residents.

[Safer In Sussex Survey \(office.com\)](#)

- "No dogs in play area" sign to be reinstated at playground

Action

Clerk

- ii) **Payments for consideration** - with the addition of £93.03 expenses for Cllr Firmston, the payments were proposed by Cllr Hamilton, seconded by Cllr Taylor and unanimously **RESOLVED**.
- iii) **Budget against expenditure** – the council is currently on target. The clerk will circulate a draft precept requirement budget for the 2025 – 26 financial year. She asked councillors to make any alterations ready for the November meeting. Additional items to be considered for a budget:
 - Traffic calming group (replacement SID batteries for example)
 - Bequeathed land “running costs”
 - Play area maintenance to be increased
 - Accountancy package to be considered
- iv) **Bank reconciliation – circulated.**

Item 10 – To receive a report from WSCC Pieter Montyn

- i. Cllr Montyn had forwarded two links to the clerk – Winter preparedness programme and a link to videos to do with waste and recycling to help the public recycle more
- ii. At its Cabinet meeting WSCC voted against increasing the on-street parking charges for this financial year.
- iii. The Fire and Rescue service was inspected in the Spring and the inspector highlighted all the improvements that had taken place and all previous reasons for concern had been removed. The positive working culture throughout the fire service was commended.
- iv. Cllr Montyn will be responding in person to a letter from a Parish Councillor (not Birdham Parish Council) published in the Chichester Observer criticising nearly every department and aspect of West Sussex County Council and alleging mismanagement of its affairs.
- v. The new traveller liaison officer for CDC Cllr Debbie Kinton had been present at the Sidlesham meeting. A former PCSO she had experience with communicating with traveller groups.

The Clerk asked Cllr Montyn if he had any updates on the car charging installation from WSCC? One of the locations had been objected to by Birdham Parish Council but there has not been any further information. Cllr Montyn will follow up.

Action	Cllr Montyn
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Cllr Firmston reminded the council that they had been invited to respond to the Highways Management Plan survey. It was agreed that Cllr Salamons would respond on behalf of the council.

12. Councillor Reports:

- i. **Play area and playing field**
 - The playground inspection report had been received. There are two areas listed “amber” (in a red, green, amber format). The red carousel at the end of the play area is reaching the end of its life and should be replaced; the slide embankment also needs to be assessed. It was agreed to ask Mr Chris Milton to have a look at it. A sign of ownership and contact details needs to be put up as well as the new dog sign.

Action	Clerk
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- The new section of the all-weather footpath should be started this week weather permitting.
- ii. **Village green and pond**
 - Tomorrow work will be started on clearing and cleaning Kingfisher pond. The wildlife group as already cleaned the Village pond on 20th September and the Triangle Pond on 4th October. Cllr Firmston said that the village is very grateful for the hard work they undertake to keep the biodiversity and wildlife going.
- iii. **Communication working group**

Newsletter: Cllr Firmston had circulated the first draft of the newsletter. Cllr Salamons asked for the first paragraph to be more upbeat and engaging and mention some of what was going on in the village, with an indication of what initiatives could be discussed at the village meeting.

The village meeting will have a speaker on “Scam Awareness”, as well as a corner to inform about a teen shelter aimed at younger members of the community.

The clerk is to contact the leaflet delivery company for a quote.
- iv. **Community resilience** – waiting for a meeting from Manhood Resilience group

13. Reports of meetings attended by Councillors

Cllr Firmston had attended CDALC on 13th September; Manhood Peninsula Partnership on 23rd September and the All Parishes' meeting at CDC on 23rd September. He is preparing notes to be circulated for the next meeting.

14. Items for inclusion on the next agenda

Setting of Precept for 2025 – 2026 (Budget)

Village Meeting

15. Date of next meeting

The next meeting will be on Wednesday 13th November 2024 at 7pm

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 Oct 9th 2024

Balances on accounts:

Current account	£111,545.12
Deposit account	£71,933.44
NS&I	£7,154.78
	£190,633.34

Received since last meeting

CDC	Precept	£36,908.00
Dac Beachcroft	Insurance repayment	£205.00
		£37,113.00

Paid since last meeting

betty geary	litter picking july	£70.00
betty geary	litter picking august	£70.00
imogen whitaker	clerk's salary	£877.59
imogen whitaker	clerk's salary	£877.59
nest	pension	£64.00
nest	pension	£64.00
PWLB	Loan repayment	£8,591.04
Moore	External Audit	£504.00
sse	streetlighting	£180.35
sse	streetlighting	£186.34
Zurich	insurance premium (2 of 3)	£1,378.21
mhkennedy and son	grass cutting	£646.63

adrian dover	grass cutting/bus stop clearance July	£95.00
adrian dover	grass cutting/bus stop clearance Aug	£95.00
		£13,699.75

Payments for consideration

betty geary	litter picking	£70.00
imogen whitaker	clerk's salary	£877.59
nest	pension	£64.00
hmrc	employer contributions	£64.65
imogen whitaker	council running costs	£253.79
Boxgrove PC	telephone contribution (50%)	£37.00
Boxgrove PC	SLCC sub (50%)	£114.50
sse	street lighting	£186.34
ICO	data protection fee	£35.00
ProcessMatters2	NPPF consultation response	£275.00
Adrian Dover	grass cutting and bus stop clearance	£95.00
Rospa Playsafety	playground inspection	£146.40
T Firmston	Councillor expenses	£93.03
		£2,312.30

Birdham Parish Council Recon 9th October 2024

Bank accounts as of 7th September

Current Account	£ 111,545.12
Deposit Account	£ 71,933.44
National Savings	£ 7,154.78
Total	£ 190,633.34

Opening balance 1st April 2023	£ 147,709.91
add receipts in the year	£ 88,267.53
less expenditure to date	£ 45,344.28
Balance	£ 190,633.16

Less

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

Ringfenced Funds

Op Watershed	£ 2,400.00
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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
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Available Funds

Total	£ 41,835.50
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Outstanding PWLB

Total	£ 95,750.00
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Signed:

IXWhitaker - Clerk 7th October 2024