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**Minutes of the Hybrid Parish Council Meeting  
Held on Wednesday 14<sup>th</sup> January 2026 at 7pm**

**Present:** Cllr Timothy Firmston (Chair), Cllr Catherine Salamons (vice-Chair), Cllr Gordon Churchill, Cllr Elizabeth Hamilton, Cllr Susan Taylor.

**Chichester District Council:** Cllr Elizabeth Hamilton

**West Sussex County Council:** Cllr Pieter Montyn

**In attendance:** The Clerk (Zoom) 1 member of the public

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**1. Apologies**

Cllr Iain Ballantyne – CDC

**2. Declarations of interest**

There were none.

**3. Minutes – to approve and sign the Minutes of the 10<sup>th</sup> December 2025 meeting.**

The minutes were proposed by Cllr Salamons and seconded by Cllr Churchill. They were unanimously **AGREED** and were duly signed by the Chair.

**4. Public Question time from residents of Birdham in accordance with Standing Orders 3d – 3l**

A member of the public attended the meeting to follow up on an email he had sent to the Clerk and Chair, which he read out:

“Dear All Concerned,

I have been discussing that the public could be more engaged and organised to implement resilience plans, particularly contingency for water and food as, if communities are not reassured about basics well ahead of an event, it could lead to unrest. Local plans often include food and water stockpiles, distribution networks, and contamination checks for emergencies do cover food stockpiles, water rationing protocols, and even military logistics if supermarkets empty out. However, the due diligence ideal is for plans to be tested and the whole public informed and reassured. If something big kicks off and people feel blindsided, that would not be ideal, and silence can be more unsettling than a straight answer.

Young people can currently feel disenfranchised. I've been discussing the idea of engaging and consulting with young people in already-formed structured organisations, particularly to empower such young people to want to help lead in plan making. In times when a nation needs its young to have spirit, young people empowered and respected can encourage each other.

Linking councils with senior scouts, cadets, or sports and youth clubs means leaders are already trusted. Younger generations may then feel more part of the process, making it easier to coach resilience basics. Plus, once they're clued up, those young voices become the megaphone. Teens and twenty/thirty somethings listen to peers, not suits. It's grassroots, genuine, and builds habits for life. I propose councils would be emboldened and the communities from which those young people come, would feel best prepared and united.

I am a retired parish councillor, responsible for resilience planning for a brief period. Now as a concerned member of the public, I have in the last 48 hours had numerous meetings with a view to organising a grass roots meeting in Chichester to provide a platform for you good people to lead and discuss the whole concept of national resilience planning and for that meeting to be advertised nationally through the media. The Chichester New Park community Centre have said they could host this meeting, and they have currently suggested Sunday morning January 25th or Sunday morning the 1st of February. Please let me know by return if this is of interest to you. Time is of the essence.

With sincere respect and best wishes to you all.”

The resident went on to say that since sending this letter he had been in touch with Trevor Leggo of WSALC, and with NALC who are to respond shortly but are in touch with Trevor Leggo. He has also been in touch with Adrian Moss at CDC who applauds the initiative. Trevor Leggo has agreed to chair the meeting, and they are just waiting on a response from Adrian Moss to fix the date.

Recent events in East Sussex have highlighted what happens when there is no water available, with people being forced to relocate.

Any resilience plan has to account for events in time of war and resilience basics. He asked that Birdham PC lead on including these basics in its resilience plan – the contingencies in the case of no water for example. He asked what Birdham would do in the event of a coordinated attack on vulnerable areas?

He hoped that following this meeting that it would be compulsory for councils to include these items in its resilience plans.

He said that Southern Water could not be relied on in the case of any issues and that householders need to provide for themselves to avoid the Covid type situations where supermarkets emptied out rapidly.

Cllr Firmston thanked him for attending. Cllr Taylor said that more thought needed to be given to this.

The resident left the meeting.

## 5. To receive reports from CDC members for Birdham

### Cllr Hamilton

- a. Cllr Hamilton reported that the council were considering spending an estimated £6m on a new business hub to attract and keep businesses in Chichester.
- b. Results for the government devolution consultation should be with Councils during March.
- c. Food waste bins will be distributed during February, and collections should start in March.

### Cllr Ballantyne sent the following items:

- d. The Chichester Harbour Management Plan has been adopted by CDC at Cabinet and it is expected to be adopted by the full council.
- e. An issue that may be of interest is the re-allocation of CIL underspends to support various aspects of affordable housing (rather than returning the funds to general reserves).

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

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

Planning Application number	Address	Details	Comments to be submitted
BI/25/02753/ELD	Kingfisher Cottage, Westlands Lane, Birdham, Chichester, West Sussex, PO20 7HH	Existing lawful development certificate for the continued use of building (known as Oak Cottage) as a residential self-contained dwelling	<b>OBJECTION: concurs with the Harbour Conservancy comments</b>
BI/25/02271/FUL	2 Whitestone Farm Cottages, Main Road, Birdham, Chichester, West Sussex, PO20 7HU	Dropped kerb, new fence and gate, and removal of trees.	<b>STRONG OBJECTION: Insufficient evidence, &amp; more information needed from Highways. Birdham concurs with Harbour Conservancy objection. It is contrary to Birdham's neighbourhood plan policy 3.</b>
BI/25/02986/TPA	32 Walwyn Close	Height reduce and width reduce (all round) by 2m on 3 no. Oak trees (T1,T2 and T3), subject to 97/00037/TPO	<b>Refer to tree officer</b>
BI/25/02546/FUL - Minor Dev	1 Pool House Lock Lane	Replacement retaining sea wall realigned landwards	<b>SUPPORT in principle</b>

### iv. **Delegated Decisions to be noted:**

Planning Application number	Address	Details	Decision
BI/25/02553/PLD	25 Rowan Close	single storey rear extension	PERMIT
BI/25/02698/TPA	12 Piper's Mead	Tree works	PERMIT
BI/25/02620/TPA	Grisdale 31 Walwyn Close	tree works	PERMIT
25/02634/DOM	Swallow Cottage, Crooked Lane	Erection of a two storey rear extension to replace existing conservatory	PERMIT
BI/25/02432/ELD	Merrieweather 18 Greenacres Birdham Chichester	Lawful development certificate application for the commencement of development of planning permission BI/22/01509/DOM.	PERMIT

**7. To receive a report from WSCC member for Birdham, to include update on Southern Water issue on new development Birdham Road**

Item covered after Item 8

**8. Clerk's report**

**i. Motion to continue paying council invoices by BACS (3 years).**

The motion was proposed by Cllr Taylor, seconded by Cllr Salamons and unanimously **RESOLVED**.

**ii. Civility and Respect: Councillor statements of Assurance**

The councillors agreed to sign the statements which show the commitment of the council to civility and respect in all its dealings with each other and the public. The clerk will bring hard copies to the next meeting.

Action	Clerk
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**iii. Assertion 10**

The clerk had circulated the requirements to fulfil for the new Assertion 10 for the Annual Governance and Accountability Return. Currently eleven of the twelve requirements are fulfilled by this council, and the clerk is working on completing the last section. She also advised councillors to undergo data protection training within the coming year. She will enquire about pricing.

**iv. Clerk's Correspondence**

- ✚ the clerk had received a request from the public about the dance classes held at the Village Hall but was not receiving a reply. The clerk to ask her to contact Cllr Churchill directly.
- ✚ GLAM Hotspots – latest list circulated to the council. Any comments or additions to the clerk
- ✚ 20mph TRO. Mr Evans had contacted the clerk to say that the 20mph roundels fixed to the lampposts in Church Lane were being repeatedly stolen. He has notified WSCC Highways.
- ✚ Currently, the county council does not enforce moving traffic contraventions on its road network. This responsibility lies with Sussex Police. However, the county council is planning to use new powers, recently introduced by Parliament, which enable the enforcement of moving traffic contraventions under civil law. This will offer the county council a more cost effective and reliable method for enforcing many of its Traffic Regulation Orders. An MTE Policy will have to be prepared and subsequently approved by county councillors

before it can be used. The primary objective of MTE will be to ensure compliance with Traffic Regulation Orders and not to generate income. The clerk would like to ask Cllr Pieter Montyn to be sure that School Safety zones are included in the policy as an area that needs particular attention.

**v. Payments for Consideration**

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

**vi. Bank reconciliation – circulated**

**Item 7. To receive a report from WSCC Pieter Montyn to include update on Southern Water issue on new development Birdham Road**

- a. Cllr Montyn reported that it was budgeting time for WSCC and that the final budget would go before the Council in February, where the council tax would be decided. He said it was becoming increasingly difficult to make up the shortfalls. Two thirds of the council budget is spent on Adult Social Care and Children.
- b. The Harbour Conservancy Five Year Management Plan has been sent to CDC, WSCC, Hampshire CC, and Havant Borough Council for adoption.
- c. The gas main being replaced in Donnington is causing traffic issues as expected. This is being managed by British Gas, but WSCC highways is trying to help manage the situation as best as possible. Cllr Firmston asked if they worked out of hours as when he went on Saturday no work was being undertaken. Cllr Montyn will look into it.
- d. He has had no response from Southern Water about the sewerage arrangements on the development – not even an acknowledgment of his emails. He said that if they didn't communicate how they were going to deal with it, it would end up the same as Clappers Lane where houses are not able to be sold. Cllr Montyn's contact has retired and since then no response. He will pursue.

End of report

Cllr Firmston asked Cllr Montyn to follow up on the Parish Council's correspondence with Sam Pitwell with regard to the Bus stop improvement plan. The two bus stops at the end of Church Lane – one to become an Active Travel Hub, the other to make safety improvements. They were to come out and do surveys but since November 12<sup>th</sup> nothing further has been heard. Cllr Firmston will send details to Cllr Montyn who will look into it.

Action

Cllr Montyn

(Cllr Montyn left the meeting at 8.23pm)

**9. Councillor Reports**

- i. **Recreation Ground and Bequeathed Land** - broken handrail on the footbridge – Cllr Firmston to ask for repair along with fencing of the council car park and the steps leading up to the slide in the play area.

Action

Cllr Firmston

- ii. **Village Green and Kingfisher, Triangle and Village Pond** – Cllr Hamilton said that the seat next to the pump could do with some attention. Perhaps replace the slats but keep the supports.

Action

Cllr Firmston

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

- iv. **Community Resilience** – no report

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

- i. Cllr Churchill had attended the Witterings Medical Centre Participation Group meeting. Previously the government had come up with the idea of having information hubs around rural areas and he asked if the village hall could be one. The hall is not open all the time, but only when there is a booking. Cllr Hamilton said that the St James' centre at one time was to perhaps have a GP occasionally but that never materialised. Some leaflets could be put in the hall.
- ii. Cllr Firmston had circulated his notes from the Manhood Peninsula Partnership meeting.

**11. Items for inclusion on next agenda**

- Parents who leave engines running whilst waiting to pick up children from school
- Possibility of creating a pub initially for one day a week in Birdham
- New powers for Parish Councils under devolution

**12. Items for inclusion on the next Agenda**

**13. Date and arrangements of next meeting**

The next meeting will be held on Wednesday February 11<sup>th</sup> at 7pm at Birdham Village Hall.

**There being no further business to discuss the meeting closed at 8.35pm.**

**Signed:** \_\_\_\_\_ **Date:**

Cllr Firmston – Chair

Birdham Parish Council Meeting Jan 14th 2026

**Balances on accounts:**

Current account	£30,026.10
Deposit account	£134,007.22
NS&I	£7,226.52
	<b>£171,259.84</b>

**Received since last meeting**

**£0.00**

**Paid since last meeting**

Arun DC	Printing 50 x Resilience leaflet	£6.00
Betty Geary	litter picking	£70.00
I Whitaker	clerk's salary	£988.91
nest	pension	£72.12
scribe	subscription	£66.00
mhkennedy and sons	grass cutting	£339.48
mhkennedy and sons	grass cutting	£92.83
adrian dover	grass cutting and bus stop	£95.00
tim firmston	council running costs	£86.73
		<b>£1,817.07</b>

**Payments for consideration**

Andrews	Clearance bequeathed land	£675.00
scribe	subscription	£66.00
Betty Geary	litter picking	£70.00
I Whitaker	clerk's salary	£988.91
nest	pension	£72.12
hmrc	contributions	£275.91
chichester tree services	Hawthorn tree failure	£300.00
AMS	hedging and ditches	£1,449.00
zoom	annual sub	£155.88
boxgrove parish council	telephone contribution	£35.98
I Whitaker	council running costs	£306.46

## Birdham Parish Council Recon 14th January 2026

**Bank accounts as of 8th January 2026**

Current Account	£30,026.10
Deposit Account	£134,007.22
National Savings	£7,226.52
<b>Total</b>	<b>£171,259.84</b>

Opening balance 01/04/25	£156,002.85
add receipts in the year	£106,899.58
less expenditure to date	£91,642.59
<b>Balance</b>	<b>£171,259.84</b>

**Less**

Reserve @ 50% of Precept	£36,908.00
<b>Total</b>	<b>£36,908.00</b>

**Ringfenced Funds**

Op Watershed	£2,400.00
Culvert Ditch Maintenance	£18,000.00
Adams bequest fencing	£9,500.00
CIL Payments	£29,618.55
NHB	£6,327.06
NP	£225.00
Car charging points	£2,250.00
Trees	£6,500.00
Ponds improvement long term	£4,000.00
Resilience	£200.00

Bequeathed land works and maintenance		£3,500.00
Youth		£10,000.00
	<b>Total</b>	<b>£92,520.61</b>
<b>Available Funds</b>	<b>Total</b>	<b>£41,831.23</b>
<b>Outstanding PWLB</b>	<b>Total</b>	<b>£82,778.78</b>

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