



You are hereby summoned to attend the Parish Council Meeting which will be held via Microsoft Teams video conference on Monday, 21<sup>st</sup> September 2020 commencing at 7.30 p.m., when the following business will be considered and transacted:

Kirdford Parish Council, PO Box 437, Billingshurst RH14 4DE

[clerk@kirdford-pc.gov.uk](mailto:clerk@kirdford-pc.gov.uk) 07943 892877

### AGENDA

1. **Apologies for Absence:** To receive both apologies and reason for absence.
2. **Public Participation:** To receive and note questions, comments or representations made by members of the public.
3. **Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
4. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [20<sup>th</sup> July 2020](#) and the Planning Committee Meeting held on [27<sup>th</sup> August 2020](#) be signed as a correct record.

5. **Reports from District and County Councillors:** To receive reports.

District Councillor Gareth Evans

6. **Correspondence:** To consider recent correspondence received.

[Speeding Concerns](#) – email received 13.08.20

[Government Rural Gigabit Broadband Voucher Scheme](#) – letter from Andrew Griffith MP

7. **Chairperson's announcements:** The Chairperson to make announcements.

**Bonfire Night**

8. **Covid19:** To receive an update.

9. **Finance:**

- a) Bank reconciliation – (Appendix A)
- b) Monthly financial report - (Appendix B)
- c) Cheques for approval – (Appendix C)
- d) Internet Banking

## 12. Planning:

**Case No:** KD/20/02074/FUL - Case Officer: Rebecca Perris

Jacky Clipston

Orchard House Stables Kirdford Billingshurst West Sussex

Equestrian sand school.

O.S. Grid Ref. 500964/127245

To view the application use the following link;

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QF9KDRERMVN00>

**KD/20/02180/FUL** - Case Officer: Jenna Shore

Ms S Barnett

Sussex Game Farm Scratching Lane Kirdford RH14 0JN

Proposed farmhouse, garage and access. (Removal of condition 2 of permission KD/24/74 - removal of the agricultural occupancy condition).

O.S. Grid Ref. 499809/128025

To view the application use the following link;

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QFS5BLERFKK00>

### Enforcement Notices:

None received.

## 13. Neighbourhood Plan Update

## 14. NALC Website Compliance - Update

[Website Accessibility Requirements](#)

## 15. Speeding Signs: Update from Cllr. D. Gerrard

## 16. Councillors to report any possible Health and Safety Problems: (All)

### Playgrounds and Pavilion

AEDs - update

[Playground Remedial Works](#)

**17. Junior Football**

**18. Great Common Pavilion**

Quote from Copri Systems – Layout

**19. Public Participation:** To receive and note any further representations made by members of the public.

**20. Dates for next meetings:** Kirdford Village Hall has been booked at 7.30 p.m. on 19th October and 16th November.

**21. Any Matters for Next Meeting:** For members to request additional items to be added to next agenda.

**10. Confidential Matters:** The Council may wish to exclude the public and press at this point.

**Clerk – 3 Month Review**

**Casual Vacancy:** Councillor Vacancy

**PUBLIC AND PRESS WELCOME TO ATTEND**

Please email [clerk@kirdford-pc.gov.uk](mailto:clerk@kirdford-pc.gov.uk) for an invite

# Appendix A



## Bank Reconciliations 2019-2020

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	117,346.70	110,430.84	96,426.96	95,382.40	85,447.50	-	-	-	-	-	-	-
Business Reserve	31,996.40	32,001.48	32,001.76	32,002.03	32,002.28	-	-	-	-	-	-	-
Less os cheques	-985.39	-266.80	-966.58	-2,522.88	-197.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
<b>Available Bank balances</b>	<b>148,357.71</b>	<b>142,165.52</b>	<b>127,462.14</b>	<b>124,861.55</b>	<b>117,252.50</b>	-	-	-	-	-	-	-

### Cashbook Control

Balance b/w/d	115,459.46	148,357.71	142,165.52	127,462.14	124,861.55	117,252.50	-	-	-	-	-	-
Receipts	37,179.07	5.08	0.28	0.27	1.25	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Payments	-4,280.82	-6,197.27	-14,506.38	-2,600.86	-7,610.30	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>C/w/d</b>	<b>148,357.71</b>	<b>142,165.52</b>	<b>127,462.14</b>	<b>124,861.55</b>	<b>117,252.50</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>

Prepared By  
Dated

L Brooks L Brooks  
04/07/2020 04/07/2020

Authorised By  
Signature

Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett Cllr A. Gillett

# Appendix B

## Kirdford Parish Council Actual V Budget

Precept Budget	Actual 31-03-18	Actual 31-03-19	Actual 31-03-2020	Budget 2020-21	Projected YE April 2021	Remaining
<b>Income</b>						
Precept	70,640.00	73,640.00	73,640.00	73,640.00	37,173.81	
VAT reclaimed	-	6,221.36	10,485.56	-	-	
Bank interest	8.00	37.74	118.60	-	10.87	
Grants	-	5,250.00	8,925.00	-	-	
Donations	-	-	4,878.00	-	-	
Other	-	2,164.00	1,481.95	-	1.00	
<b>Total</b>	<b>70,648.00</b>	<b>87,313.10</b>	<b>99,529.11</b>	<b>73,640.00</b>	<b>37,185.68</b>	
<b>Precept Categories</b>						
Gen.Admin			2,626.50	5,000.00	965.15	4,034.85
Prof' Fees	5,000.00	2,958.70	1,297.05	7,000.00	1,621.25	5,378.75
Staff Costs	19,912.94	19,627.21	25,293.49	28,000.00	7,668.94	20,331.06
Maintenance	11,495.96	12,841.72	10,787.81	10,500.00	2,249.06	8,250.94
Recreation Ground	-	-	870.00	500.00	-	500.00
Office All	4,232.90	2,888.55	968.96	6,000.00	2,147.29	3,852.71
Subscriptions	482.46	559.60	352.91	600.00	318.60	281.40
Audit	739.60	974.56	639.60	1,000.00	588.00	412.00
Training	248.00	300.00	574.00	1,500.00	-	1,500.00
Grants	7,750.00	7,000.00	7,750.00	11,500.00	8,850.00	2,650.00
Insurance	1,531.98	1,379.54	1,569.24	2,000.00	3,038.45	(1,038.45)
Spare	-	4,884.77				
VAT	2,614.40	3,890.98				
<b>TOTAL</b>	<b>54,008.24</b>	<b>57,305.63</b>	<b>52,729.56</b>	<b>73,600.00</b>	<b>27,446.74</b>	<b>46,153.26</b>
				36,800.00		
<b>Carried over (£)</b>						
	<b>115,459.46</b>					
<b>Received</b>						
Precept	37,173.81					
VAT Refund	-					
Interest	10.87					
Other	1.00					
Total Receipts	37,185.68					
<b>TOTAL INCOME</b>	<b>152,645.14</b>					

<b>Precept Budget (£)</b>	<b>Budget</b>	<b>Expenditure YTD</b>	<b>Remaining</b>	<b>% Remaining</b>
Gen.Admin	5,000.00	965.15	4,034.85	81%
Prof Fees	7,000.00	1,621.25	5,378.75	77%
Staff Costs	28,000.00	7,668.94	20,331.06	73%
Maintenance	10,500.00	2,243.96	8,256.04	79%
Rec.Gnd	500.00	-	500.00	100%
Office All	6,000.00	2,011.29	3,988.71	66%
Subs	600.00	318.60	281.40	47%
Audit	1,000.00	588.00	412.00	41%
Training	1,500.00	-	1,500.00	100%
Grants	11,500.00	8,850.00	2,650.00	23%
Insurance	2,000.00	3,038.45	(1,038.45)	-52%
VAT (Reclaimed)	N/A	1,955.59	N/A	N/A
<b>Total</b>	<b>73,600.00</b>	<b>29,261.23</b>	<b>46,294.36</b>	<b>63%</b>

<b>Allocated Funds (£)</b>	<b>Budget</b>	<b>Expenditure YTD</b>	<b>Remaining</b>	<b>% Remaining</b>
General Reserves	40,000.00		40,000.00	100%
NEW - VE Day	1,250.00	197.28	1,052.72	84%
Village Hall Restoration	15,000.00		15,000.00	100%
NEW - Recreation Ground Pavilion	14,397.01		14,397.01	100%
NEW - Recreation Ground Play Equipment	10,000.00		10,000.00	100%
New - Great Common Pavillion Rebuild	10,000.00	4,285.00	5,715.00	57%
Village Improvement Fund	5,000.00	-	5,000.00	100%
Neighbourhood Plan Review	3,600.17		3,600.17	100%
Environmental Concerns/Equipment	2,000.00	-	2,000.00	100%
Play Equipment Maintenance	1,000.00		1,000.00	100%
Election	1,500.00		1,500.00	100%
Butts Common Swings	750.00	1,347.21	(597.21)	-80%
<b>Total</b>	<b>104,497.18</b>	<b>5,829.49</b>	<b>98,667.69</b>	<b>94%</b>

# Appendix C

Date	Cheque No./Transaction Type	Payee	Supply	Net	VAT	Gross
19.05.20	2012	<a href="#">4Sight Vision Support</a>	Grant request	100.00	-	100.00
18.05.20	2013	<a href="#">PCC Kirdford</a>	Grant request	1000.00	-	1000.00
19.5.20	2014	<a href="#">A Persson</a>	Public Bench Renovation	200.00	-	200.00
19.5.20	2015	A Gillett	Chairman's Allowance	400.00	-	400.00
27.05.20	2016	KVHMC	Village Hall Grant	3000.00	-	3000.00
27.05.20	2017	KRGC	Recreation Ground Grant	3000.00	-	3000.00
26.5.20	2018	<a href="#">Came &amp; Company</a>	Insurance Renewal	2584.57	-	2584.57
26.5.20	2019	<a href="#">A Gillett</a>	Reimbursement (Gift for L Nutting)	20.82	4.17	24.99
26.05.20	2020	<a href="#">Royal Mail</a>	Post Office Box	352.50	-	352.50
28.05.20	2021	<a href="#">Came &amp; Company</a>	Insurance Renewal	453.88	-	453.88
01.06.20	2022	<a href="#">JWS Landscapes</a>	Grass cutting	360.00	-	360.00
01.06.20	2023	<a href="#">L Brooks</a>	Clerk admin work	480.52	-	480.52
01.06.20	DD	<a href="#">In Touch</a>	Website	34.99	7.00	41.99
19.06.20	2024	<a href="#">ROSPA Play Safety</a>	Safety Inspection	209.00	41.80	250.80
23.06.20	2025	L Brooks	Salary	1696.64	-	1696.64
23.06.20	2026	HMRC	Salary	273.50	-	273.50
01.07.20	DD	<a href="#">In Touch</a>	Website	34.99	7.00	41.99
05.07.20	2027	<a href="#">Farsight Consulting</a>	Internal Audit	588.00	117.60	705.60
30.06.20	EB	<a href="#">JWS Landscapes</a>	Grass Cutting	245.00	-	245.00
30.06.20	2028	<a href="#">Mark Mulberry @ Co</a>	Payroll Services	105.00	21.00	126.00
19.07.20		<a href="#">Troy Planning</a>	Planning	1350.00	270.00	1620.00
20.07.20	Debit Card	<a href="#">The Sign Shed</a>	Dog fouling signs	48.55	9.71	58.26
01.08.20	DD	<a href="#">In Touch (EAZY Collect)</a>	Website	34.99	7.00	41.99
03.08.20	ONB2	<a href="#">L Brooks</a>	Salary	1644.64	-	1644.64
05.08.20	ONB3	<a href="#">HMRC</a>	Salary	273.50	-	273.50
24.08.20	ONB4	<a href="#">Bramley Close Residents Assoc</a>	Grant Payment	1500.00	-	1500.00
31.07.20	ONB4	Vetera Novis	Testing new bank card - refund	1.00	-	1.00
31.07.20	ONB5	EE	Top up Clerks phone	10.00	-	10.00
01.08.20	ONB6	EE	Top up Clerks phone	10.00	-	10.00
05.08.20	ONB7	<a href="#">Groundwork UK</a>	Repayment of unspent Grant	378.91	-	378.91
05.08.20	DC	The Sign Shed	No Dogs Allowed signs for playgrou	25.50	5.10	30.60
18.08.20	DD	NEST	Clerk Pension	91.00	-	91.00
25.08.20	ONB8	HMRC	Salary	322.90	-	322.90
25.08.20	ONB9	<a href="#">Southwest Play</a>	Dish swing seat (replacement for lo	597.21	119.44	716.65
25.08.20	ONB10	L Brooks	Salary	1595.24	-	1595.24
25.08.20	ONB11	TEEC	<a href="#">Website Design</a>	559.99	112.00	671.99
25.08.20	ONB12	<a href="#">TEEC</a>	Website Hosting	120.00	24.00	144.00
26.08.20	ONB13	Reade Signs	Covid signage for playgrounds	125.89	-	125.89
01.09.20	DC	EE	Top up Clerks phone	10.00	-	10.00
01.09.20	DD	InTouch (EAZY Collect)	Website	34.99	7.00	41.99
<b>TOTAL</b>				<b>23873.72</b>	<b>752.82</b>	<b>24626.54</b>

  

Date	Transaction Type	Payee	Supply	Amount
30.6.20	DD	NatWest	Interest	0.28
31.07.20	BACS	Vetera Novis	Testing Bank card	£1.00
28.08.20	DD	NatWest	Interest	0.25
<b>TOTAL</b>				<b>1.53</b>