



You are hereby summoned to attend the Parish Council Meeting which will be held via Microsoft Teams video conference on Monday 15th February 2021 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 07943 892877

AGENDA

- 1. Apologies for Absence:** To receive both apologies and reason for absence.
- 2. Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
- 3. Public Participation:** To receive and note questions, comments or representations made by members of the public.

[PCSO Neil Billingham](#)

- 4. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [18 January 2021](#) be signed as a correct record.
- 5. Reports from District and County Councillors:** To receive reports.

Janet Duncton
Gareth Evans

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

[Letter from Andrew Griffith MP](#)

- 7. Chairperson's announcements:** The Chairperson to make announcements.
- 8. Census**
- 9. Covid19:**
- 10. Finance:**
 - a) Bank reconciliation – (Appendix A)
 - b) Monthly financial report - (Appendix B)
 - c) Payments for approval – (Appendix C)

[Review of Financial Regulations](#)

11. Planning:

KD/21/00195/LBC - Case Officer: Vicki Baker
Mr and Mrs P & C Cutler
Butts, Village Road Kirdford RH14 0ND
Ground floor alterations and rear extension.
O.S. Grid Ref. 501700/126831

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QNHS94ERL7F00>

Decisions

None received.

Enforcement Notices:

None received.

12. Townfield Meadows

13. Planning Enforcement / TPOs

14. Great Common Pavilion

15. Neighbourhood Plan Update

16. Speeding Signs Update

17. Clearing grips, gutters, culverts & ditches

18. Grass Cutting Contract – [JWS Landscapes](#)

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

20. Grant Application

[Kirdford Cricket Club](#)

[Accounts](#)

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

22. Meeting Dates: Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

15 March 2021

19 April 2021

17 May 2021

21 June 2021
19 July 2021
20 September 2021
18 October 2021
15 November 2021

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

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

Casual Vacancy: Councillor Vacancy

PUBLIC AND PRESS WELCOME TO ATTEND
Please email clerk@kirdford-pc.gov.uk for an invite

Appendix A

	April	May	June	July	August	September	October	November	December	January	February
Balance per statement	117,346.70	110,430.84	96,426.96	95,382.40	85,447.50	161,439.35	158,536.08	156,447.69	153,667.72	151,469.51	-
Business Reserve	31,996.40	32,001.48	32,001.76	32,002.03	32,002.28	32,002.57	32,002.83	32,003.10	32,003.37	32,003.62	-
Less os cheques	-985.39	-266.80	-966.58	-2,522.88	-197.28	-197.28	0.00	0.00	0.00	0.00	0.00
Add os receipts	-	-	-	-	-	-	-	-	-	-	-
Available Bank balances	148,357.71	142,165.52	127,462.14	124,861.55	117,252.50	193,244.64	190,538.91	188,450.79	185,671.09	183,473.13	-
Cashbook Control											
Balance bfwd	115,459.46	148,357.71	142,165.52	127,462.14	124,861.55	117,252.50	193,244.64	190,538.91	188,450.79	185,671.09	183,473.13
Receipts	37,179.07	5.08	0.28	0.27	1.25	78,772.29	0.26	1,230.86	0.27	0.25	#REF!
Payments	-4,280.82	-6,197.27	-14,506.38	-2,600.86	-7,610.30	-2,780.15	-2,705.99	-3,318.98	-2,779.97	-2,198.21	#REF!
Cfwd	148,357.71	142,165.52	127,462.14	124,861.55	117,252.50	193,244.64	190,538.91	188,450.79	185,671.09	183,473.13	#REF!
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks
Dated	04/07/2020	04/07/2020	04/07/2020	15/07/2020	17/09/2020	15/10/2020	15/11/2020	19/12/2020	08/01/2021	11/02/2021	
Authorised By	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett
Signature	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett
Council Minute Ref	na	na	347	368	368	388	411				

Appendix B

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	
Income							
Precept	70,640.00	73,640.00	73,640.00	73,640.00	74,345.81		
VAT reclaimed	-	6,221.36	10,485.56	-	1,230.59		
Bank interest	8.00	37.74	118.60	-	12.21		
Grants	-	5,250.00	8,925.00	-	-		
Donations	-	-	4,878.00	-	-		
Other	-	2,164.00	1,481.95	-	41,601.00		
Total	70,648.00	87,313.10	99,529.11	73,640.00	117,189.61		
Precept Categories							
Gen.Admin			2,626.50	5,000.00	1,195.28	3,804.72	4000
Prof' Fees	5,000.00	2,958.70	1,297.05	7,000.00	2,016.50	4,983.50	7000
Staff Costs	19,912.94	19,627.21	25,293.49	28,000.00	18,057.64	9,942.36	29000
Maintenance	11,495.96	12,841.72	10,787.81	10,500.00	3,554.37	6,945.63	11000
Office All	4,232.90	2,888.55	968.96	6,000.00	2,284.34	3,715.66	4400
Subscriptions	482.46	559.60	352.91	600.00	318.60	281.40	600
Audit	739.60	974.56	639.60	1,000.00	1,068.00	(68.00)	1500
Training	248.00	300.00	574.00	1,500.00	248.93	1,251.07	1000
Grants	7,750.00	7,000.00	7,750.00	11,500.00	8,900.00	2,600.00	11500
Insurance	1,531.98	1,379.54	1,569.24	2,000.00	3,038.45	(1,038.45)	3100
TOTAL	51,393.84	48,529.88	51,859.56	73,100.00	40,682.11	32,417.89	73,100.00
				36,550.00			

Carried over (£)	115,459.46	31/03/2020
Received		
Precept	74,345.81	
VAT Refund	1,230.59	
Interest	12.21	
Other	41,601.00	
Total Receipts	117,189.61	
TOTAL INCOME	232,649.07	

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
20.01.21	DC	LexisNexis	Local Council Administration Manual	-	119.99
06.01.21	DC	Amazon	Laminator	9.85	59.08
14.01.21	DD	NEST	Clerk Pension	-	91.00
27.01.21	ONB40	HMRC	PAYE	-	428.90
27.01.21	ONB41	L Brooks	Salary	-	1489.24
28.01.21	DC	EE	Top up Clerks phone	-	10.00
05.02.21	ONB42	Mulberry & Co	Payroll Services	-	126.00
05.02.21	ONB43	Leconfield Estates	Great Common Rent increase	-	4.04
10.02.21	DD	NEST	Clerk Pension	-	91.00
TOTAL				9.85	2419.25

Date	Transaction Type	Payee	Supply	VAT	Gross
29.01.21		NatWest	Interest		0.25
TOTAL					0.25