



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17th May 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 [21st April 2021](#) be signed as a correct record.
- 5. Reports from District and County Councillors:** To receive reports.

Janet Duncton

[Gareth Evans](#)

- 6. Election of Chair, Vice Chair, Committees and Working Parties**
- 7. Correspondence:** To consider recent correspondence received.
- 8. Chairperson's announcements:** The Chairperson to make announcements.
- 9. Census**
- 10. Covid19:**
- 11. Finance:**
 - a) Bank reconciliation – (Appendix A)
 - b) Monthly financial report - (Appendix B)
 - c) Payments for approval – (Appendix C)
 - d) 2021-22 Budget and Precept (Appendix D)

- e) AGAR
 - i. [Final Audit](#)
 - ii. [AGAR Certificate](#)

12. Fixed Assets Policy

13. Insurance Renewal

[Policy Schedule](#)

[Policy Summary](#)

[Invoice](#)

14. PCC Kirdford Grant Application

[Application Form](#)

15. Planning:

[Martin Grant Homes – Request for Use of Great Common](#)

KD/21/01212/TPA - Case Officer: Henry Whitby

Mrs Kerry Osbourne

Little Chestnuts Village Road Kirdford RH14 0NU

Crown reduce height and lateral spread by 2 metres (All cuts to be made back to suitable secondary growth points) on 1 no. Horse Chestnut tree (T1). Crown reduce height by 1.5 metres and reduce lateral spread by 2 metres on 1 no. oak tree (T2). Within group G1 subject to KD/07/00186/TPO.

O.S. Grid Ref. 501598/126924

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QRUOY9ERH1500>

Request for Diversion of Part of Footpath 614-1 at Stroods Cottage - PRE-ORDER CONSULTATION

[Letter to KPC](#)

[Consultation Report](#)

[Proposed Plan](#)

[Location Plan](#)

DECISIONS

Kirdford

KD/20/02557/DOM

Mr Sean Allfrey

Brookside, Plaistow Road, Kirdford RH14 0JR

Two storey extension to rear and north side elevation and erection of a detached garage with studio room above.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QHXA7EERH6H00>

Kirdford

KD/21/00439/DOM

Mr and Mrs G Horsell

Idehurst Barn A272 Linfold Road To Idehurst Nursery Strood Green Kirdford RH14 0HJ
Erection of new tack room, tractor store and garage following demolition of existing stables and tack room. Variation of condition 2 of planning permission KD/19/02921/DOM to amend the "Decided Plans" to read 887.01.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOGJKZERM0A00>

Kirdford

KD/21/00532/DOM

Mr Russell

Oakfield House Village Road Kirdford RH14 ONU
Conversion of outbuilding to annexe.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOTI9LERMB600>

Enforcement Notices:

None received.

16. Townfield Meadows

(a) Update

(b) Parishes Working Group

17. Planning Enforcement / TPOs

18. Great Common Pavilion

19. Neighbourhood Plan Update

20. Speeding Signs Update

21. Clearing grips, gutters, culverts & ditches - funding for preventative maintenance

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

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

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

21 June 2021

19 July 2021

20 September 2021

18 October 2021
15 November 2021

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

26. 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



Bank Reconciliations 2020-21

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	178,359.90											
Business Reserve	32,004.42											
Less os cheques												
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
Available Bank balances	210,364.32	-	-	-	-	-	-	-	-	-	-	-
Cashbook Control												
Balance bfwd	173,901.40	210,364.32	-	-	-	-	-	-	-	-	-	-
Receipts	39,022.78											
Payments	-2,559.86	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Cfwd	210,364.32	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Prepared By	-	#REF!						#REF!	#REF!	#REF!	#REF!	
Dated												
Authorised By	Clr A. Gillett											

Appendix B

Budget, spending and remaining funds from the Precept Budget and Allocated Funds for projects:

Precept Budget (£)	Budget	Expenditure YTD	Remaining	% Remaining
Gen.Admin	4,000.00	-	4,000.00	100%
Prof' Fees	7,000.00	105.00	6,895.00	99%
Staff Costs	29,000.00	2,008.45	26,991.55	93%
Maintenance	11,000.00	237.50	10,762.50	98%
Office All	4,400.00	49.15	4,350.85	99%
Subs	600.00	-	600.00	100%
Audit	1,500.00	-	1,500.00	100%
Training	1,000.00	32.44	967.56	97%
Grants	11,500.00	-	11,500.00	100%
Insurance	3,100.00	-	3,100.00	100%
VAT (Reclaimed)	N/A	37.32	N/A	N/A
Total	73,100.00	2,469.86	70,667.46	97%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	40,000.00	-	40,000.00	100%
Village Hall Restoration	15,000.00	-	15,000.00	100%
Recreation Ground Pavilion	15,000.00	-	15,000.00	100%
Recreation Ground Play Equipment	10,000.00	-	10,000.00	100%
Great Common Pavillion Rebuild	40,000.00	-	40,000.00	100%
Village Improvement Fund	5,000.00	-	5,000.00	100%
Environmental Concerns/Equipment	2,000.00	-	2,000.00	100%
Play Equipment Maintenance	3,000.00	-	3,000.00	100%
Election	1,500.00	-	1,500.00	100%
NEW - Traffic Calming measures	8,000.00	-	8,000.00	100%
NEW - Townfield Meadows action	25,000.00	55.00	24,945.00	100%
Total	164,500.00	55.00	164,445.00	100%

Summary

Total Precept	74,346.00
Total Allocated funds	164,500.00
Unallocated	(27,770.53)
Total Funds	211,075.47
Total Expenditure	2,524.86
Remaining	208,550.61

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
07.04.21	DC	NALC	Planning and Power Course	6.49	38.93
08.04.21	DC	Simplyprint.com	Townfield Meadows Flyers	2.00	57.00
12.04.21	DC	Spriggs Florist	Flowers for memorial		35.00
13.4.21	ONB55	JWS Landscapes	Grass cutting	-	237.50
13.4.21	ONB56	Mulberry & Co	Payroll Services	21.00	126.00
13.04.21	DC	999INKS.COM	Printer Ink	7.83	46.98
19.04.21	DD	NEST	Clerk Pension		91.00
26.4.21	ONB57	L Brooks	Salary	-	1486.24
26.4.21	ONB58	HMRC	PAYE	-	431.21
26.04.21	DC	EE	Phone top Up		10.00
TOTAL				37.32	2559.86
Date	Transaction Type	Payee	Supply	VAT	Gross
16.04.21		CDC	Precept		37,173.81
16.04.21		CDC	CIL money		1,848.71
30.04.21		NatWest	Interest		0.26
TOTAL					39022.78

Appendix D

Precept Figures 2021/2022			
Heading	To include	2020 Amount	2021 Amount
General Admin	Stationery, phone, internet, Post, PO Box, Website, email	£5,000.00	£5,000.00
Professional Fees	Legal Fees, Accountant, Consultations, Planning, Safety Inspections	£7,000.00	£7,000.00
Staff Costs	Pay, Nat. Insurance, Pension	£28,000.00	£29,000.00
Maintenance	Grass cutting, hedging, ditches, silt clearances, repairs, waste bin empties	£10,500.00	£11,000.00
Office	Travel, Chairperson's Allowance, Expenses	£6,000.00	£4,645.00
Subs	SSALC, SLCC, SALC, CAGNE, GACC, Action in Rural Sussex	£600.00	£600.00
Audit	Internal and External Audit	£1,000.00	£1,500.00
Training	Councillors, Clerk	£1,500.00	£1,000.00
Grants	KVH, KRG, WG public loo, Scouts, Pre School, Church, Air Ambulance etc.	£11,500.00	£11,500.00
Insurance	Public Liability, loss, events	£2,000.00	£3,100.00
Total		£73,100.00	£74,345.00
Project Figures 2021			
Allocated Funds (£)		2020	2021
General Reserves		£ 40,000.00	£ 40,000.00
NEW - VE Day		£ 1,250.00	£ -
Village Hall Restoration		£ 15,000.00	£ 15,000.00
Recreation Ground Pavilion		£ 14,397.01	£ 15,000.00
Recreation Ground Play Equipment		£ 10,000.00	£ 10,000.00
New - Great Common Pavillion Rebuild		£ 10,000.00	£ 50,000.00
Village Improvement Fund		£ 5,000.00	£ 5,000.00
Neighbourhood Plan Review		£ 3,600.17	£ -
Environmental Concerns/Equipment		£ 2,000.00	£ 2,000.00
Play Equipment Maintenance		£ 1,000.00	£ 3,000.00
Election		£ 1,500.00	£ 1,500.00
Traffic Calming measures			£ 5,000.00
Butts Common Swings		£ 750.00	£ -
NEW - Townfield Meadows action			£ 25,000.00
Total		£ 104,497.18	£ 171,500.00