



You are hereby summoned to attend the Parish Council Meeting which will be held via Microsoft Teams video conference on Monday 19th April 2021 commencing at 7.45 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 [15th March 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)

11. Planning:

KD/21/00959/PLD - Other Dev - Certs of Lawful Development

Map Ref: (E) 500746 / (N) 127518

Proposal: Erection of detached car port, work shop and store building ancillary to the house

Address: Staples Hill Cottage , Staples Hill, Kirdford, RH14 0JL

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQKYEAERG1U00>

Expiry Date 28.4.21

SDNP/20/05839/FUL

Team: Chichester DC DM team

Parish: Kirdford Parish Council

Ward: Loxwood Ward CH

Case Officer: Jenna Shore

Date Valid: 23 March 2021

Decision due: 22 June 2021

Applicant: Mr Collier

Proposal: Proposed all weather turnout paddock including associated fencing and entry gate

Location: Crimbourne Stud Farm , Crimbourne Lane, Kirdford, RH14 0HR

Grid Ref: 502733 123557

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=QLUFBHTULLP00&activeTab=summary>

Martin Grant Homes – Request for Use of Great Common

Decisions

None received.

Enforcement Notices:

None received.

12. Townfield Meadows

(a) Update

13. Planning Enforcement / TPOs

14. Great Common Pavilion

15. Neighbourhood Plan Update

16. Speeding Signs Update

17. Clearing grips, gutters, culverts & ditches

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

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

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

17 May 2021

21 June 2021

19 July 2021

20 September 2021

18 October 2021

15 November 2021

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

22. 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	<u>117,346.70</u>	<u>110,430.84</u>	<u>96,426.96</u>	<u>95,382.40</u>	<u>85,447.50</u>	<u>161,439.35</u>	<u>158,536.08</u>	<u>156,447.69</u>	<u>153,667.72</u>	<u>151,469.51</u>	<u>149,310.93</u>	<u>141,897.24</u>
Business Reserve	<u>31,996.40</u>	<u>32,001.48</u>	<u>32,001.76</u>	<u>32,002.03</u>	<u>32,002.28</u>	<u>32,002.57</u>	<u>32,002.83</u>	<u>32,003.10</u>	<u>32,003.37</u>	<u>32,003.62</u>	<u>32,003.87</u>	<u>32,004.16</u>
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	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	181,314.80	173,901.40
Cashbook Control												
Balance b/wd	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	181,314.80
Receipts	37,179.07	5.08	0.28	0.27	1.25	78,772.29	0.26	1,230.86	0.27	0.25	0.25	19.29
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	-2,158.58	-7,432.69
C/wd	148,357.71	142,165.52	127,659.42	124,861.55	117,252.50	193,244.64	190,538.91	188,450.79	185,671.09	183,473.13	181,314.80	173,901.40
Prepared By	L Brooks	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		14/05/2021
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	Clr A. Gillett
Signature												

Appendix B

Precept Budget (£)	Budget	Expenditure YTD	Remaining	% Remaining
Gen.Admin	5,000.00	1,199.32	3,800.68	76%
Prof' Fees	7,000.00	2,016.50	4,983.50	71%
Staff Costs	28,000.00	22,110.92	5,889.08	21%
Maintenance	10,500.00	4,141.55	6,358.45	61%
Office All	6,000.00	2,349.27	3,650.73	61%
Subs	600.00	633.10	(33.10)	-6%
Audit	1,000.00	1,068.00	(68.00)	-7%
Training	1,500.00	248.93	1,251.07	83%
Grants	11,500.00	11,672.00	(172.00)	-1%
Insurance	2,000.00	3,038.45	(1,038.45)	-52%
VAT (Reclaimed)	N/A	2,680.60	N/A	N/A
Total	73,100.00	51,158.64	24,621.96	34%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
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	123.00	4,877.00	98%
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%
NEW - Traffic Calming measures	8,000.00	-	8,000.00	100%
NEW - Townfield Meadows action	25,000.00	1,452.94	23,547.06	94%
Butts Common Swings	750.00	1,747.21	(997.21)	-133%
Total	137,497.18	7,805.43	129,691.75	94%

Summary

Total Precept	73,100.00	73100
Total Allocated funds	137,497.18	146,500.00
Unallocated	22,071.43	45,895.46
Total Funds	232,668.61	
Total Expenditure	58,964.07	
Remaining	173,704.54	

Appendix C

Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
02.03.21	DC	EE	EE Top Up		10.00
10.03.21	ONB48	Kirdford Cricket Club	Grant		2772.00
17.03.21	DC	Land Registry	Title search for land		3.00
17.03.21	DC	Land Registry	Title search for land		3.00
17.03.21	DC	Land Registry	Title search for land		3.00
17.03.21	DC	Land Registry	Title search for land		3.00
17.03.21	DC	Print a Banner	Banners	32.66	195.94
16.03.21	DC	Simply Print	Flyers	2.00	45.00
19.03.21	DC	The Owl Box	Owl box and bat boxes		123.00
19.03.21	DD	NEST	Clerk Pension		91.00
26.03.21	ONB49	Chichester District Council	Litter Bin Emptying	97.86	587.18
26.03.21	ONB50	Mulberry & Co (historical.in	Payroll Services	21.00	126.00
26.03.21	ONB51	WSALC Limited	Subscription		314.50
26.03.21	ONB52	Troy Hayes Planning	Prof Fees	200.00	1200.00
31.03.21	ONB53	L Brooks	Salary		1489.24
31.03.21	ONB54	HMRC	PAYE		428.90
31.03.21	DC	EE	EE Top Up		10.00
3.03.21	DC	ESET	Anti Virus	4.65	27.93
TOTAL				358.17	7432.69
Date	Transaction Type	Payee	Supply	VAT	Gross
31.03.21		NatWest	Interest		0.29
25.03.21		Banner Warehouse	Refund		19.00
TOTAL					19.29