



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 19<sup>th</sup> July 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](mailto: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 [21 June 2021](#) be signed as a correct record.
- 5. Reports from District and County Councillors:**  
  
Janet Duncton  
[Gareth Evans](#)
- 6. Correspondence:** To consider recent correspondence received.
- 7. Chairperson's announcements:** The Chairperson to make announcements.
- 8. Covid19:**
- 9. Finance:**
  - a) Bank reconciliation – (Appendix A)
  - b) Monthly financial report - (Appendix B)
  - c) Payments for approval – (Appendix C)
- 10. New Homes Bonus Scheme - [Consultation letter to parishes](#)**
- 11. Planning:**  
  
Kirdford

**SDNP/21/03114/HOUS**

Notters Lea Linfold Road Strood Green Kirdford Billingshurst West Sussex RH14 OHL  
Detached ancillary building.  
Decision due 12 August 2021

<https://planningpublicaccess.southdowns.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

**DECISIONS****Kirdford****KD/21/01212/TPA**

Mrs Kerry Osbourne Little Chestnuts Village Road Kirdford RH14 ONU

Crown reduce height by 1.5m and reduce lateral spread by 2m on 1 no. Oak tree (quoted as T2).  
Both within Group, G1 subject to KD/ 07/00186/TPO.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QRUOY9ERH1500>

**SDNP/20/05870/HOUS**

Sam Cookman Scrubb House Farm Cottage , Crimbourne Lane, Kirdford, RH14 OHX  
Addition of 3 no. roof dormers to existing two-storey outbuilding and change of use of first floor  
of outbuilding to ancillary accommodation.  
502886 123214

LA Delegated Decision

APPROVED

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=QM7FCJTULON00&activeTab=summary>

**KD/21/00834/DOM**

Mr Richard Tong

2 Idehurst Cottages Linfold Road Kirdford RH14 OHJ

Rear single storey extension.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QSQIOZERHY600>

**KD/21/01439/DOM**

Mr Taylor

The Lodge Whithurst Plaistow Road Kirdford Billingshurst West Sussex RH14 OJW  
Proposed side and rear extensions to existing 2 storey single family dwelling with detached  
garage.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QSQIOZERHY600>

**Enforcement Notices:**

None received.

12. **Townfield Meadows**
  - (a) **Update**
  - (b) **Parishes Working Group**
13. **Planning Enforcement / TPOs**
14. **Great Common Pavilion**
15. **Neighbourhood Plan Update**
16. **Speeding Signs Update**
17. **Clearing grips, gutters, culverts & ditches - funding for preventative maintenance**
18. **Tree Planting**
19. **Councillors to report any possible Health and Safety Problems**
20. **Public Participation:** To receive and note any further representations made by members of the public.
21. **Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:  
  
20 September 2021  
18 October 2021  
15 November 2021  
  
**Proposed meeting dates 2022**  
  
17 January  
21 February  
21 March  
18 April (Easter Bank Holiday) or Tuesday 19th  
16 May  
20 June  
18 July  
19 September  
17 October  
21 November
22. **Any Matters for Next Meeting:** additional items to be added to next agenda.
23. **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](mailto: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>178,359.90</u>	<u>158,921.80</u>	<u>155,846.96</u>									
Business Reserve	<u>32,004.42</u>	<u>32,004.67</u>	<u>32,004.96</u>									
Less os cheques												
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
<b>Available Bank balances</b>	<b>210,364.32</b>	<b>190,926.47</b>	<b>187,851.92</b>	-	-	-	-	-	-	-	-	-
<b>Cashbook Control</b>												
Balance bfwd	173,901.40	210,364.32	190,926.47	187,851.92	-	-	-	-	-	-	-	-
Receipts	✓ 39,022.78	0.25	0.29									
Payments	✓ -2,559.86	✓ -19,438.10	✓ -3,074.84	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Cfwd</b>	<b>210,364.32</b>	<b>190,926.47</b>	<b>187,851.92</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>-</b>
<b>Prepared By</b>	L Brooks	L Brooks	L Brooks									
<b>Dated</b>	10.5.21	12.06.21	16.7.21									
<b>Authorised By</b>	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett									
<b>Signature</b>												

# Appendix B

## Kirdford Parish Council Actual V Budget

Precept Budget	Actual 31-03-19	Actual 31-03-2020	Actual 31-03-2021	Budget 2020-21	Projected YE April 2021	Remaining
<b>Income</b>						
Precept	73,640.00	73,640.00	74,345.81	74,346.00	37,173.81	
VAT reclaimed	6,221.36	10,485.56	1,230.59	1,230.00	-	
Bank interest	37.74	118.60	12.46	12.00	0.80	
Grants	5,250.00	8,925.00	-	-	-	
Donations		4,878.00	-	-	-	
CIL					1,848.71	
Other	2,164.00	1,481.95	41,601.00	-	-	
<b>Total</b>	<b>87,313.10</b>	<b>99,529.11</b>	<b>117,189.86</b>	<b>75,588.00</b>	<b>39,023.32</b>	
<b>Precept Categories</b>						
Gen.Admin			1,199.32	4,000.00	-	4,000.00
Prof' Fees	5,000.00	2,958.70	2,016.50	7,000.00	105.00	6,895.00
Staff Costs	19,912.94	19,627.21	22,110.92	29,000.00	6,025.35	22,974.65
Maintenance	11,495.96	12,841.72	4,141.55	11,000.00	1,044.00	9,956.00
Office All	4,232.90	2,888.55	2,349.27	4,400.00	428.49	3,971.51
Subscriptions	482.46	559.60	633.10	600.00	-	600.00
Audit	739.60	974.56	1,068.00	1,500.00	335.00	1,165.00
Training	248.00	300.00	248.93	1,000.00	32.44	967.56
Grants	7,750.00	7,000.00	11,672.00	11,500.00	1,000.00	10,500.00
Insurance	1,531.98	1,379.54	3,038.45	3,100.00	3,641.49	(541.49)
<b>TOTAL</b>	<b>51,393.84</b>	<b>48,529.88</b>	<b>48,478.04</b>	<b>73,100.00</b>	<b>12,611.77</b>	<b>60,488.23</b>
				36,550.00		

<b>Carried over (£)</b>	<b>173,901.40</b>	31/03/2021
<b>Received</b>		
Precept	37,173.81	
VAT Refund	-	
Interest	0.80	
Cil	1,848.71	
Other	-	
<b>Total Receipts</b>	<b>37,174.61</b>	
<b>TOTAL INCOME</b>	<b>211,076.01</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	6,025.35	22,974.65	79%
Maintenance	11,000.00	1,044.00	9,956.00	91%
Office All	4,400.00	428.49	3,971.51	90%
Subs	600.00	-	600.00	100%
Audit	1,500.00	335.00	1,165.00	78%
Training	1,000.00	32.44	967.56	97%
Grants	11,500.00	1,000.00	10,500.00	91%
Insurance	3,100.00	3,641.49	(541.49)	-17%
VAT (Reclaimed)	N/A	2,236.73	N/A	N/A
<b>Total</b>	<b>73,100.00</b>	<b>14,848.50</b>	<b>60,488.23</b>	<b>83%</b>

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	50,000.00	-	50,000.00	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	10,189.30	14,810.70	59%
<b>Total</b>	<b>174,500.00</b>	<b>10,189.30</b>	<b>164,310.70</b>	<b>94%</b>

### Summary

Total Precept	74,346.00
Total Allocated funds	174,500.00
Unallocated	(37,769.99)
<b>Total Funds</b>	<b>211,076.01</b>
<b>Total Expenditure</b>	<b>25,037.80</b>
<b>Remaining</b>	<b>186,038.21</b>

# Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
14.06.21	DC	<a href="#">999 Inks</a>	Ink cartridge	3.75	22.49
17.06.21	DD	NEST	Clerk pension	-	91.00
24.06.21	ONB66	<a href="#">L Brooks</a>	Salary	-	1486.24
24.06.21	ONB67	<a href="#">HMRC</a>	PAYE	-	431.21
25.06.21	ONB68	<a href="#">L Brooks</a>	Reimbursement photocopying	-	5.60
25.06.21	ONB69	<a href="#">JWS Landscapes</a>	Grass cutting	-	417.50
25.06.21	ONB70	<a href="#">ROSPA Play Safety</a>	Play Equipment annual inspection	41.80	250.80
25.06.21	ONB71	<a href="#">Royal Mail</a>	PO Box annual fee	60.00	360.00
01.07.21	DC	EE	Phone top Up	-	10.00
<b>TOTAL</b>				<b>105.55</b>	<b>3074.84</b>
Date	Transaction Type	Payee	Supply	VAT	Gross
30.06.21		NatWest	<a href="#">Interest</a>		0.29
<b>TOTAL</b>				<b>0.29</b>	