



You are hereby summoned to attend the Parish Council Meeting which will be held via Microsoft Teams video conference on Monday, 20th July 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 07943 892877

AGENDA

1. **Apologies for Absence:** To receive both apologies and reasons 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 15 June 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.
7. **Chairperson's announcements:** The Chairperson to make announcements.
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) Signatories
 - e) Internet Banking

10. **AGAR (Annual Governance and Accountability Return) approval**

(a) [Report from Internal Auditor](#): To consider the contents of the report

(b) **Annual Governance Statement 2019/20:** To carry out review of effectiveness of internal control.

(c) **To Approve and Sign the Statement of Accounts:**

11. Risk Assessment

To approve the Risk Assessment

12. Planning:

Case No: SDNP/20/02179/HOUS

Chichester District Council

Team: Chichester DC DM team

Parish: Kirdford Parish Council Ward: Loxwood Ward CH

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QBAYBTTUFZS00>

Type: Householder

Date Valid: 29 June 2020 Decision due: 24 August 2020

Case Officer: Beverley Stubbington

Applicant: Mr H Hourihan

Proposal: Proposed tennis court and pavilion.

Location: Stroods, A272 Croucham Lane To Linfold Road, Strood Green, Kirdford, RH14 OHL

Grid Ref: 502450 124567

Reference 20/01642/LBC

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QCS6XRERL1400&prevPage=inTray>

Alternative Reference PP-08850052

Application Received Wed 01 Jul 2020

Application Validated Wed 01 Jul 2020

Address Black Bear Village Road Kirdford RH14 OLU

Proposal Erection of greenhouse.

Status Pending Consideration

Appeal Status Unknown

Appeal Decision Not Available

Enforcement Notices:

13. Neighbourhood Plan Update

14. NALC Website Compliance

[Website Accessibility Requirements](#)

[Comparison of suppliers](#)

[Supplier Assessment](#)

12. Speeding Signs: Update from Cllr. D. Gerrard

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

Playgrounds and Pavilion

AEDs - update

16. Junior Football

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

18. Dates for next meetings: Kirdford Village Hall has been booked at 7.30 p.m. on 21st September, 19th October, 16th November.

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

13. Grant Application: Bramley Close Residents Association

To consider the community grant application from Bramley Close Residents Association

[Application](#)

[Bourne Meadows Accounts](#)

[Quotation for new posts](#)

14. 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 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	-	-	-	-	-	-	-	-	-
Business Reserve	31,996.40	32,001.48	32,001.76	-	-	-	-	-	-	-	-	-
Less os cheques	-985.39	-266.80	-721.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
Available Bank balances	148,357.71	142,165.52	127,707.14	-	-	-	-	-	-	-	-	-

Cashbook Control

Balance b/fwd	115,459.46	148,357.71	142,165.52	127,707.14	-	-	-	-	-	-	-	-
Receipts	37,179.07	5.08	0.28	-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Payments	-4,280.82	-6,197.27	-14,506.38	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Cfwd	148,357.71	142,165.52	127,659.42	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

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

Council Minute Ref

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
Income						
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	-	10.62	
Grants	-	5,250.00	8,925.00	-	-	
Donations	-	-	4,878.00	-	-	
Other	-	2,164.00	1,481.95	-	-	
Total	70,648.00	87,313.10	99,529.11	73,640.00	37,184.43	
Precept Categories						
Gen.Admin			2,626.50	5,000.00	894.17	4,105.83
Prof Fees	5,000.00	2,958.70	1,297.05	7,000.00	271.25	6,728.75
Staff Costs	19,912.94	19,627.21	25,293.49	28,000.00	3,545.66	24,454.34
Maintenance	11,495.96	12,841.72	10,787.81	10,500.00	1,791.00	8,709.00
Recreation Ground	-	-	870.00	500.00	-	500.00
Office All	4,232.90	2,888.55	968.96	6,000.00	1,301.30	4,698.70
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	7,350.00	4,150.00
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				
TOTAL	54,008.24	57,305.63	52,729.56	73,600.00	19,098.43	54,501.57
				36,800.00		
Carried over (£)						
	115,459.46					
Received						
Precept	37,173.81					
VAT Refund	-					
Interest	10.62					
Other	-					
Total Receipts	37,184.43					
TOTAL INCOME	152,643.89					

Appendix C

Date	Cheque No./Transaction Type	Payee	Supply	Net	VAT	Gross
19.05.20	2012	4Sight Vision Support	Grant request	100.00	-	100.00
18.05.20	2013	PCC Kirdford	Grant request	1000.00	-	1000.00
19.5.20	2014	A Persson	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	Came & Company	Insurance Renewal	2584.57	-	2584.57
26.5.20	2019	A Gillett	Reimbursement (Gift for L Nutting)	20.82	4.17	24.99
26.05.20	2020	Royal Mail	Post Office Box	352.50	-	352.50
28.05.20	2021	Came & Company	Insurance Renewal	453.88	-	453.88
01.06.20	2022	JWS Landscapes	Grass cutting	360.00	-	360.00
01.06.20	2023	L Brooks	Clerk admin work	480.52	-	480.52
01.06.20	DD	In Touch	Website	34.99	7.00	41.99
19.06.20	2024	ROSPA Play Safety	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	In Touch	Website	34.99	7.00	41.99
05.07.20	2027	Farsight Consulting	Internal Audit	588.00	117.60	705.60
30.06.20	EB	JWS Landscapes	Grass Cutting	245.00	-	245.00
30.06.20	2028	Mark Mulberry @ Co	Payroll Services	105.00	21.00	126.00
TOTAL				15139.41	198.57	15337.98

Date	Transaction Type	Payee	Supply	Amount
30.6.20	DD	NatWest	Interest	0.28
TOTAL				0.28