



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20th September 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 [21 July 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. Planning:

KD/21/00427/FUL

Erection of 1 no. timber workshop building on existing light industrial /commercial land.

The Workshop Village Road Kirdford RH14 ONW

National Grid No.: 501464/126984

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=QOF491ERLZG00&activeTab=summary>

KD/21/00194/DOM - Case Officer: Oliver Naish

Mr and Mrs P & C Cutler

Butts Village Road Kirdford RH14 OND

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=QNHS93ERL7E00>

KD/21/02352/DOM - Case Officer: William Price

Mr & Mrs S Crook

7 Townfield Kirdford RH14 ONE

Erection of a single storey rear/side extension.

O.S. Grid Ref. 501556/126882

To view the application use the following link;

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QX94T3ERLH100>

DECISIONS

KD/21/01807/FUL

Mr Martin Stephenson

Belchambers Farm Staples Hill To Plaistow Road Kirdford RH14 ONL

Construction of a replacement ancillary storage barn following the demolition of an existing storage barn.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QUDFLDERJA300>

Enforcement Notices:

None received.

11. Townfield Meadows

(a) Update

(b) Parishes Working Group

12. Planning Enforcement / TPOs

13. Great Common Pavilion

14. Neighbourhood Plan Update

15. WSCC Flood Risk Survey

<https://yourvoice.westsussex.gov.uk/local-flood-risk-management-strategy-consultation>

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

17. Tree Planting

18. Bonfire Night

19. Jubilee Celebrations

20. School Court

[Revised quote for replacement gates](#)

[Removal of Gazebo](#)

[Zipline groundworks and matting](#)

21. Councillors to report any possible Health and Safety Problems

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

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

18 October 2021

15 November 2021

Meeting dates 2022

17 January

21 February

21 March

19 April (Tuesday after Easter Bank Holiday)

16 May

20 June

18 July

19 September

17 October

21 November

24. Any Matters for Next Meeting: additional items to be added to next agenda.

25. 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
Balance per statement	<u>178,359.90</u>	<u>158,921.80</u>	<u>155,846.96</u>	<u>151,558.16</u>	<u>139,383.57</u>		
Business Reserve	<u>32,004.42</u>	<u>32,004.67</u>	<u>32,004.96</u>	<u>32,005.22</u>	<u>32,005.50</u>		
Less os cheques							
Add os receipts	-	-	-	-	-		
Available Bank balances	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	-	-
Cashbook Control							
Balance bfwd	173,901.40	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	-
Receipts	39,022.78	0.25	0.29	0.26	0.28		
Payments	-2,559.86	-19,438.10	-3,074.84	-4,288.80	-12,174.59	#REF!	#REF!
Cfwd	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	#REF!	#REF!
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks		#REF!
Dated	10.5.21	12.06.21	16.7.21	13.9.21	13.9.21		
Authorised By	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett				
Signature							
Council Minute Ref							

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	400.00	3,600.00	90%
Prof' Fees	7,000.00	961.25	6,038.75	86%
Staff Costs	29,000.00	9,611.04	19,388.96	67%
Maintenance	11,000.00	1,955.85	9,044.15	82%
Office All	4,400.00	438.49	3,961.51	90%
Subs	600.00	-	600.00	100%
Audit	1,500.00	335.00	1,165.00	78%
Training	1,000.00	242.44	757.56	76%
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	4,090.84	N/A	N/A
Total	73,100.00	22,676.40	54,514.44	75%

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	8,054.28	(54.28)	-1%
NEW - Townfield Meadows action	25,000.00	10,339.30	14,660.70	59%
Total	174,500.00	18,393.58	156,106.42	89%

Summary

Total Precept	74,346.00
Total Allocated funds	174,500.00
Unallocated	(37,769.45)
Total Funds	211,076.55
Total Expenditure	41,069.98
Remaining	170,006.57

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
23.07.21	ONB72	Mulberry & Co	Payroll Services	21.00	126.00
23.07.21	ONB73	HMRC	PAYE	-	431.21
23.07.21	ONB74	L Brooks	Salary Mth4	-	1486.24
23.07.21	ONB75	Mulberry & Co	Councillor & Clerk Training Courses	42.00	252.00
23.07.21	ONB76	JWS Landscapes	Grass cutting	-	592.50
23.07.21	ONB77	A Brooks	Maintenance - Finger Post	-	319.35
23.07.21	ONB78	Troy Hayes	Planning advice / Counsel Fee	180.25	1081.50
02.08.21	DC	EE	Top up	-	10.00
04.08.21	ONB79	A Gillett	Chairman's allowance	-	400.00
16.08.21	DD	NEST	Clerk Pension	-	91.00
24.08.21	DD	NEST	Clerk Pension	-	91.00
01.09.21	ONB80	Wilbar Associates	Village Gates & Installation	1,610.86	9665.14
01.09.21	ONB81	L Brooks	Salary Mth5	-	1486.24
01.09.21	ONB82	HMRC	PAYE	-	431.21
TOTAL				1854.11	16463.39
Date	Transaction Type	Payee	Supply	VAT	Gross
30.07.21		NatWest	Interest		0.26
31.08.21		NatWest	Interest		0.28
TOTAL					0.54