



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 15th November 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 [18 October 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. **Authority Monitoring Report**

11. **Planning:**

SDNP/21/04858/FUL – Case Officer: Beverley Stubbington

William Griffiths and Gerald Hunt

Retrospective planning application for the conversion of a former cricket pavilion into a holiday let.

Former Cricket Pavilion, The Old Coach House, Hawkhurst Court, Kirdford, Billingshurst, West Sussex, RH14 0HS

Grid Ref: 502593 123241

Decision Due: 19 November 2021

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

DECISIONS - None received

ENFORCEMENT NOTICES - None received.

12. Consultation on the draft Chichester Infrastructure Business Plan

[Email from CDC](#)
[Infrastructure Proforma](#)
[Infrastructure Business Plan](#)

13. SDNPA Call for Nature Sites - deadline for expressions of interest 17 January 2022

14. Street Naming Consultation - Development by Martin Grant Homes Ltd - 54no. dwellings east side of Plaistow Road, Kirdford

15. Townfield Meadows

- (a) Update
- (b) Parishes Working Group

16. Planning Enforcement / TPOs

17. Great Common Pavilion

18. Neighbourhood Plan Update

19. Tree Planting

20. Bonfire Night

21. Jubilee Celebrations

22. Councillors to report any possible Health and Safety Problems

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:

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

25. Any Matters for Next Meeting: 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

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	2,066.25	4,933.75	70%
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 -	1,065.93	N/A	N/A
Total	73,100.00	18,624.63	53,409.44	73%

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	468.99
Total Funds	249,314.99
Total Expenditure	37,018.21
Remaining	212,296.78

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
11.10.21	ONB86	Wannops LLP	Planning advice	-	1000.00
11.10.21	ONB87	Moore Audit	Audit Fee	80.00	480.00
11.10.21	ONB88	TEEC	Web Hosting	24.00	144.00
11.10.21	ONB89	Leconfield	Great Common Rent	-	61.86
11.10.21	ONB90	Mulberry & Co	Payroll Services	21.00	126.00
11.10.21	ONB91	JNR Computer Services	Microsoft Office	257.80	1546.80
11.10.21	DC	Eventbrite	Cllr Training - A Persson	6.49	38.93
11.10.21	DC	EE	Phone top Up	-	10.00
12.10.21	DC	Royal British Legion	Poppy Wreath	-	30.00
14.10.21	DC	Amazon	Printer Ink	-	34.95
18.10.21	DD	NEST	Clerk Pension	-	91.00
28.10.21	DC	Hampshire Flag Company	Replacement Flags	58.08	348.47
28.10.21	ONB92	L Brooks	Salary	-	1486.24
28.10.21	ONB93	HMRC	PAYE	-	431.21
TOTAL				447.37	5829.46
Date	Transaction Type	Payee	Supply		
29.10.21		NatWest	Interest		0.25
20.10.21		HMRC	VAT Refund		1,065.93
TOTAL				1066.18	