



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Chapel Monday 17th January 2022 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 15th November 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)
 - d) Precept budget 2022/23 - (Appendix D)

10. **Planning:**

No new applications received

DECISIONS - None received

ENFORCEMENT NOTICES - None received.

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

12. **Townfield Meadows**

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

13. **Planning Enforcement / TPOs**

14. Great Common Pavilion

15. Butts Common – Driveway

16. Play Equipment Remedial Works

Quotes - R J Playground Services

[School Court](#)

[Butts Common and Recreation Ground](#)

17. Jubilee Celebrations

18. Councillors to report any possible Health and Safety Problems

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:

21 February

21 March

19 April (Tuesday after Easter Bank Holiday)

16 May

20 June

18 July

19 September

17 October

21 November

21. Any Matters for Next Meeting: 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	178,359.90	158,921.80	155,846.96	151,558.16	139,383.57	173,795.71	169,032.48	165,199.76	165,805.99			
Business Reserve	32,004.42	32,004.67	32,004.96	32,005.22	32,005.50	32,005.76	32,006.01	32,006.29	32,006.56			
Less os cheques												
Add os receipts												
Available Bank balances	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	201,038.19	197,206.05	197,812.55	-	-	-
Cashbook Control												
Balance b/wd	173,901.40	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	201,038.19	197,206.05	197,812.55		
Receipts	39,022.78	0.25	0.29	0.26	0.28	37,172.26	1,066.18	370.77	4,487.87			
Payments	-2,559.86	-19,438.10	-3,074.84	-4,288.80	-12,174.59	-2,759.86	-5,829.46	-4,202.91	-3,881.37	#REF!	#REF!	
Cfwd	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	201,038.19	197,206.05	197,812.55	#REF!	#REF!	-
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	12.06.21	16.7.21	13.9.21	13.9.21	13.9.21	07.10.21	09.11.21	08.11.21	11.01.22			
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												
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	465.00	3,535.00	88%
Prof' Fees	7,000.00	3,558.29	3,441.71	49%
Staff Costs	29,000.00	18,759.36	10,240.64	35%
Maintenance	11,000.00	4,583.14	6,416.86	58%
Office All	4,400.00	2,219.66	2,180.34	50%
Subs	600.00	-	600.00	100%
Audit	1,500.00	735.00	765.00	51%
Training	1,000.00	274.88	725.12	73%
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 -	5,924.02	N/A	N/A
Total	73,100.00	29,312.80	37,863.18	52%

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	290.39	4,709.61	94%
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	18,683.97	155,816.03	89%

Summary

Total Precept	74,346.00
Total Allocated funds	174,500.00
Unallocated	5,327.63
Total Funds	254,173.63
Total Expenditure	47,996.77
Remaining	206,176.86

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
03.11.21	DC	EE	Phone top Up	-	10.00
11.11.21	ONB94	WSALC	Parish Online subscription	10.00	60.00
11.11.21	ONB95	A Persson	Drain clearing	-	62.50
11.11.21	ONB96	Troy Hayes	Planning advice	53.50	321.00
11.11.21	ONB97	JWS Landscapes	Grass cutting		417.50
17.11.21	DC	Amazon	Grass seed	-	16.93
19.11.21	ONB98	Sam Rippin	School Court tree/hedge maint	-	540.00
19.11.21	ONB99	TEEC	Domain	24.00	144.00
22.11.21	DD	NEST	Clerk Pension	-	127.40
24.11.21	DC	Amazon	Folders etc.	-	12.32
24.11.21	DC	Amazon	Dividers	-	2.85
30.11.21	ONB100	L Brooks	Salary Month 8	-	1819.04
30.11.21	ONB101	HMRC	PAYE	-	669.37
07.12.21	ONB102	JWS Landscapes	Grass cutting	-	450.00
07.12.21	ONB103	Wannops LLP	Planning advice	21.76	108.80
07.12.21	ONB104	Farsight Consulting	Interim Audit	35.00	210.00
07.12.21	ONB105	Troy Hayes	Planning advice	81.40	488.40
07.12.21	ONB106	Tunnell Grab Services	Soil - repair Butts Common	20.00	120.00
07.12.21	DC	EE	Phone top up	-	10.00
13.12.21	DD	NEST	Clerk pension	-	95.55
22.12.21	ONB107	Surrey Skip Bags	Bonfire clearance	-	85.00
22.12.21	ONB108	R Sheppard	Green maintenance	-	296.00
22.12.21	ONB109	L Brooks	Salary Month 9	-	1527.84
22.12.21	ONB110	HMRC	PAYE	-	460.98
22.12.21	ONB111	TEEC	Planning tracker website	4.80	28.80
	ONB112	Mulberry & Co	Payroll Services	21.00	126.00
	ONB113	Wannops LLP	Planning advice	130.10	780.60
TOTAL				401.56	8990.88
Date	Transaction Type	Payee	Supply		
30.11.21		NatWest	Interest		0.28
17.11.21		HMRC	VAT Refund		370.49
31.12.21		Natwest	Interest		0.27
14.12.21		HMRC	VAT Refund		4,487.60
TOTAL				4858.64	

Appendix D

Precept Figures 2021/2022				
Heading	To include	2020 Amount	2021 Amount	2022 Amount
General Admin	Stationery, phone, internet, Post, PO Box, Website, email	£5,000.00	£5,000.00	£5,000.00
Professional Fees	Legal Fees, Accountant, Consultations, Planning, Safety Inspections	£7,000.00	£7,000.00	£7,000.00
Staff Costs	Pay, Nat. Insurance, Pension	£28,000.00	£29,000.00	£29,000.00
Maintenance	Grass cutting, hedging, ditches, silt clearances, repairs, waste bin empties	£10,500.00	£11,000.00	£11,000.00
Office	Travel, Chairperson's Allowance, Expenses	£6,000.00	£4,645.00	£4,645.00
Subs	SSALC, SLCC, SALC, CAGNE, GACC, Action in Rural Sussex	£600.00	£600.00	£600.00
Audit	Internal and External Audit	£1,000.00	£1,500.00	£1,500.00
Training	Councillors, Clerk	£1,500.00	£1,000.00	£1,000.00
Grants	KVH, KRG, WG public loo, Scouts, Pre School, Church, Air Ambulance etc.	£11,500.00	£11,500.00	£10,900.00
Insurance	Public Liability, loss, events	£2,000.00	£3,100.00	£3,700.00
Total		£73,100.00	£74,345.00	£74,345.00
Project Figures 2022				
Allocated Funds (£)		2021	2022	
General Reserves		£ 40,000.00	£ 40,000.00	
Village Hall Restoration		£ 15,000.00	£ 15,000.00	
Recreation Ground Pavilion		£ 15,000.00	£ 15,000.00	
Recreation Ground Play Equipment		£ 10,000.00	£ 10,000.00	
New - Great Common Pavillion Rebuild		£ 50,000.00	£ 50,000.00	
Village Improvement Fund		£ 5,000.00	£ 5,000.00	
Environmental Concerns/Equipment		£ 2,000.00	£ 2,000.00	
Play Equipment Maintenance		£ 3,000.00	£ 3,000.00	
Election		£ 1,500.00	£ 1,500.00	
Traffic Calming measures		£ 5,000.00	£ -	
Townfield Meadows action		£ 25,000.00	£ 25,000.00	
NEW - Jubilee Celebrations		£ 25,000.00	£ 5,000.00	
Total		£ 196,500.00	£ 171,500.00	