



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall Tuesday 19th April 2022 commencing at 7.45 pm, 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.

Report from [PCSO Neil Billingham](#)

4. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [21st March 2022](#) be signed as a correct record.

To resolve that the minutes from the Parish Council Planning Committee Meeting held on [5th January 2022](#) 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) Year-end Bank Reconciliation – (Appendix A)
 - b) Monthly financial report - (Appendix B)
 - c) Payments for approval – (Appendix C)

Interim Audit



Appendix A – Recommendations

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
Standing Orders have not been reviewed for 2 years.	It is recommended that these are checked against the NALC template and reviewed at a meeting of Council before the end of the financial year.	
I note that the Council has part paid one invoice to Wannops LLP. No VAT has been booked to the cashbook as yet.	I remind the Council to account for the VAT on this invoice when the final payment is made, and to ensure VAT is reclaimed.	Done
I have identified a couple of minor errors in the cashbook <ul style="list-style-type: none"> - 1 transaction - payment to Spriggs Flowers £35 – has not been coded to a budget head on the expenditure page - Totals on the expenditure page for the various cost centres are not adding up to include all transactions 	These issues should be resolved before the next month end	Done
Cash held at bank exceeds the £85K balance covered by the Financial Services Compensation Scheme	The Council may wish to consider moving some of its cash holdings to an alternative financial institution.	

Review of [Asset Register](#)

10. Planning

KD/22/00758/DOM - Case Officer: Sascha Haigh

Lizzie Felstead High Barn Farm Plaistow Road Kirdford West Sussex Replacement extension on North Elevation, two storey side extension and minor internal alterations to a listed building.

O.S. Grid Ref. 501432/127984 To view the application use the following link;

<https://publicaccess.chichester.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=R95F17ERMJ400>

KD/22/00829/LBC - Case Officer: Sascha Haigh

Lizzie Felstead High Barn Farm Plaistow Road Kirdford Billingshurst Replacement extension on North Elevation, two storey side extension and minor internal alterations to a listed building.

O.S. Grid Ref. 501432/127984 To view the application use the following link;

<https://publicaccess.chichester.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=R9I1K1EROPD00>

DECISIONS

None received

ENFORCEMENT NOTICES - None received.

11. Planning Enforcement / TPOs

12. Recreation Ground and Pavilion upkeep

Tennis Court Quotations
[Multisport Tennis Courts](#)
[Prestige Tennis Courts](#)
[Soft Surfaces](#)
[Courtworx](#)

13. Village Hall Refurbishment

14. Butts Common Drive Repairs

Tenders sent out to:
SGS Surfacing – no reply
[Tidy and Webb Ltd](#) – quote received
[J C Allfrey & Co Ltd](#) – quote received

15. Jubilee Celebrations

16. Resilience Training

17. First Aid Training

18. Loxwood and Kirdford FC

19. Councillors to report any possible Health and Safety Problems

20. Replacement clerk laptop and printer

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

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

16 May
20 June
18 July
19 September
17 October
21 November

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

24. Confidential Matters: The Council may wish to exclude the public and press at this point.

PUBLIC AND PRESS WELCOME TO ATTEND
Please email clerk@kirdford-pc.gov.uk for an invite

Appendix A



Bank Reconciliations 2021 - 2022

	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	169,032.18	165,199.76	165,805.99	162,553.67	155,594.73	145,454.86
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	32,006.83	32,007.08	32,007.35
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	194,560.50	187,601.81	177,462.21
Cashbook Control												
Balance bfwd	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	194,560.50	187,601.81
Receipts	39,022.78	0.25	0.29	0.26	0.28	37,172.26	1,066.18	370.77	4,487.87	0.27	0.25	0.27
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	-3,252.32	-6,958.94	-10,139.87
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	194,560.50	187,601.81	177,462.21
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	15.02.22	15.03.22	07.04.22
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	485.00	3,515.00	88%
Prof' Fees	7,000.00	8,412.29	(1,412.29)	-20%
Staff Costs	29,000.00	24,916.92	4,083.08	14%
Maintenance	11,000.00	5,589.10	5,410.90	49%
Office All	4,400.00	2,383.28	2,016.72	46%
Subs	600.00	-	600.00	100%
Audit	1,500.00	735.00	765.00	51%
Training	1,000.00	307.32	692.68	69%
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	41,546.38	25,629.60	35%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	35,000.00	-	35,000.00	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	990.27	4,009.73	80%
Environmental Concerns/Equipment	2,000.00	-	2,000.00	100%
Play Equipment Maintenance	3,000.00	3,500.00	(500.00)	-17%
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	10,839.05	14,160.95	57%
NEW - Jubilee	5,000.00	471.00	4,529.00	91%
Total	169,500.00	23,383.60	146,116.40	86%

Summary

Total Precept	74,346.00
Total Allocated funds	169,500.00
Unallocated	10,328.42
Total Funds	254,174.42
Total Expenditure	64,929.98
Remaining	189,244.44

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
11.03.22	DC	Amazon	Ukraine Flag for Village Hall	1.50	8.99
11.03.22	DC	NALC	Councillor Training A Persson	6.49	38.93
11.03.22	DC	EE	Phone Top Up	-	10.00
17.03.22	ONB123	Sam Rippin	School Court tree/hedge maint	-	470.00
24.03.22	ONB124	Chichester District Council	Litter Bins	99.11	594.67
24.03.22	ONB125	Troy Hayes	Planning Advice	625.00	3750.00
24.03.22	ONB126	Troy Hayes	Planning Advice	344.60	2067.60
24.03.22	ONB127	Kirdford Chapel	Room Hire	-	100.00
24.03.22	ONB128	Bounce Mania	Bouncy Castle Hire for Jubilee	-	250.00
24.03.22	DC	Ark Wildlife	Bat boxes	139.98	839.86
24.03.22	ONB129	L Brooks	Salary Month 12	-	1527.84
24.03.22	ONB130	HMRC	PAYE	-	460.98
30.03.22	DC	Chichester District Council	License Fee - Jubilee Party	-	21.00
TOTAL				1216.68	10139.87
Date	Transaction Type	Payee	Supply	VAT	Gross
31.03.22		NatWest	Interest		0.27
TOTAL				0.27	