



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall Monday 18<sup>th</sup> July 2022 commencing at 7.30 pm, when the following business will be considered and transacted:

**Kirdford Parish Council, PO Box 437, Billingshurst RH14 4DE**

[clerk@kirdford-pc.gov.uk](mailto: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 [20<sup>th</sup> June 2022](#) and the Planning Committee meeting held on [27<sup>th</sup> June 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. **Finance:**
  - a) Year-end Bank Reconciliation – (Appendix A)
  - b) Monthly financial report - (Appendix B)
  - c) Payments for approval – (Appendix C)

### 9. Planning

22/01262/DOM | Retrospective application for rooflights to north and south roof slopes and increase in size of cellar | Churchlands Farm Village Road Kirdford West Sussex RH14 0LU

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RBTSE6ERGF100>

## DECISIONS –

**KD/22/00730/FUL** Mr & Mrs Paul Ferguson Mill Cottage Linfold Road Strood Green Kirdford RH14 0LG The erection of a 12m x 8m agricultural barn for the storage and maintenance of farm machinery and agricultural produce. The creation of a permeable track from the existing driveway to the barn. **PERMIT**

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8Y8NSERMDY00>

Kirdford KD/22/00627/ELD Mr Ian Crouch Sussex Game Farm Scratching Lane Kirdford West Sussex RH14 0JN Existing lawful development certificate for light industrial use of buildings (labelled 1 to 7). **WITHDRAWN**

<https://publicaccess.chichester.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=R8Q68UERM6S00>

Kirdford KD/22/00758/DOM Lizzie Felstead High Barn Farm Plaistow Road Kirdford West Sussex RH14 0JS Replacement extension on north elevation, two storey side extension and minor internal alterations to a listed building. **PERMIT**

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

Kirdford KD/22/00829/LBC Lizzie Felstead High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS Replacement extension on north elevation, two storey side extension and minor internal alterations to a listed building. **PERMIT**

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

**ENFORCEMENT NOTICES** - None received.

### 10. Planning Enforcement / TPOs

### 11. Common Land

### 12. Recreation Ground and Pavilion upkeep - Update

### 13. Village Hall Refurbishment

#### [Condition Survey](#)

#### Measured Survey Quotes

[Hampshire Land Surveys](#)

[Digital Terrain Surveys](#)

[Encompass](#)

[Further Surveys](#) – email from Chair VH Cttee

#### Bat Survey Quotes

[The Ecology Co-op](#)

[Lizard Landscape](#)

[Ecological Surveys](#)

14. CAGNE – [Response to CAGNE Gatwick 2 Consultation](#)

15. GAAC – [Newsletter](#)

16. Councillors to report any possible Health and Safety Problems

ROSPA Annual Inspection Reports

[School Court](#)

[Butts Common](#)

[Recreation Ground](#)

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

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

19 September

17 October

21 November

**Proposed meeting dates 2023**

16 January

20 February

20 March

17 April

15 May

19 June

17 July

18 September

16 October

20 November

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

20. **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](mailto:clerk@kirdford-pc.gov.uk) for an invite

# Appendix A



## Bank Reconciliations 2022 - 2023

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	238,719.37	216,561.90	210,801.74									
Business Reserve	32,009.58	32,012.39	32,015.02									
Less os cheques												
Add os receipts												
<b>Available Bank balances</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>									
<b>Cashbook Control</b>												
Balance b/w/d	177,462.21	270,728.95	248,574.29	242,816.76								
Receipts	99,675.23	2,529.16	272.63									
Payments	6,408.49	24,683.82	6,090.16									
<b>Cfwd</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>	<b>242,816.76</b>								
<b>Prepared By</b>	L Brooks	L Brooks	L Brooks									
<b>Dated</b>	09.05.22	10.06.22	13.07.22									
<b>Authorised By</b>	Cllr A. Gillett	Cllr A. Gillett										
<b>Signature</b>												
<b>Council Minute Ref</b>	70	95										

## Appendix B

Budget, spending and remaining funds from the Precept Budget and Allocated Funds for projects:

<b>Precept Budget (£)</b>	<b>Budget</b>	<b>Expenditure YTD</b>	<b>Remaining</b>	<b>% Remaining</b>
Gen.Admin	5,000.00	400.00	4,600.00	92%
Prof' Fees	7,000.00	9.00	6,991.00	100%
Staff Costs	29,000.00	4,190.92	24,809.08	86%
Maintenance	11,000.00	1,353.21	9,646.79	88%
Office All	4,645.00	1,418.16	3,226.84	69%
Subs	600.00	72.50	527.50	88%
Audit	1,500.00	175.00	1,325.00	88%
Training	1,000.00	-	1,000.00	100%
Grants	10,900.00	1,250.00	9,650.00	89%
Insurance	3,700.00	4,271.03	(571.03)	-15%
VAT (Reclaimed)	N/A -	2,526.35	N/A	N/A
<b>Total</b>	<b>74,345.00</b>	<b>10,613.47</b>	<b>61,205.18</b>	<b>82%</b>

<b>Allocated Funds (£)</b>	<b>Budget</b>	<b>Expenditure YTD</b>	<b>Remaining</b>	<b>% Remaining</b>
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	21,500.00	13,555.00	7,945.00	37%
Great Common Pavillion Rebuild	50,000.00	-	50,000.00	100%
Village Improvement Fund	2,000.00	-	2,000.00	100%
Environmental Concerns/Equipment	2,000.00	529.91	1,470.09	74%
Play Equipment Maintenance	1,000.00	-	1,000.00	100%
Election	-	-	-	#DIV/0!
NEW - Townfield Meadows action	25,000.00	-	25,000.00	100%
NEW - Jubilee	5,000.00	3,922.72	1,077.28	22%
<b>Total</b>	<b>171,500.00</b>	<b>18,007.63</b>	<b>153,492.37</b>	<b>89%</b>

### Summary

Total Precept	61,205.18
Total Allocated funds	171,500.00
Unallocated	(15,265.95)
<b>Total Funds</b>	<b>217,439.23</b>
<b>Total Expenditure</b>	<b>28,621.10</b>
<b>Remaining</b>	<b>188,818.13</b>

## Appendix C

<b>Payments made since the last Council Meeting</b>					
<b>Date</b>	<b>Cheque No./Transaction Type</b>	<b>Payee</b>	<b>Supply</b>	<b>VAT</b>	<b>Gross</b>
08.06.22	ONB	Mrs A Gillett	Chairman's Allowance	0	400
10.06.22	ONB	A Brooks	Reimbursement fuel for generator	3.34	20.03
09.06.22	DC	Ark Wildlife	3 Bat boxes		179.97
09.06.22	DC	EE	Phone top up	0	10
22.06.22	DD	Nest	Clerk Pension	0	95.55
28.06.22	ONB	Grant Peacock	Disco for Jubilee	0	135
28.06.22	ONB	Impress Promotions	Jubilee Mugs	60	360
28.06.22	ONB	Multisports Tennis Court	Final Instalment	271.1	1626.6
28.06.22	ONB	JWS Landscapes	Grass Cutting April	0	611
28.06.22	ONB	JWS Landscapes	Grass Cutting May	0	582
28.06.22	ONB	HMRC	PAYE	0	477.72
28.06.22	ONB	L Brooks	Salary Mth 3	0	1522.29
01.07.22	DC	EE	Phone top up	0	10
				334.44	6030.16
<b>Date</b>	<b>Transaction Type</b>	<b>Payee</b>	<b>Supply</b>		
30.06.22		NatWest	Interest		2.63
08.06.22		Gas Bottles Direct	Deposit refund		110.00
21.06.22		Majestic Wine	Refund		60.00
22.06.22		Hepworth Brewery	Refund		100.00
<b>TOTAL</b>					<b>272.63</b>