



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 21st November 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 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.
4. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [17th October 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)
 - d) Review of [Financial Regulations](#)
 - e) Finance Committee budget setting

9. Review of Standing Orders

[Standing Orders](#)

10. Planning

22/02346/OUT – Case Officer: Jane Thatcher Outline application for a wellbeing and leisure development comprising up to 121 holiday units; the construction of a spa with accommodation of up to 50 bedrooms; the conversion of the former clubhouse into a restaurant and farm shop; the formation of a new vehicular access from Foxbridge Lane, new internal roads, footpaths,

cycle routes and car parking areas; the construction of a concierge building and new hard and soft landscaping, including the formation of new ponds. All matters reserved except for means of access. | Foxbridge Golf Club Foxbridge Lane Plaistow West Sussex RH14 0LB

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=R17F47ERLCT00>

KD/22/02474/FUL - Case Officer: Louise Brace

Mr Ian Crouch

Sussex Game Farm Scratching Lane Kirdford West Sussex

Retrospective application for replacement and extension of building 2 and extension to building 4 and B2 use for both buildings 2 and 4.

O.S. Grid Ref. 499809/128025

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RJ11REERLZ000>

DECISIONS – None received

ENFORCEMENT NOTICES - None received.

11. Planning Enforcement / TPOs

12. Housing Needs Survey

[Action in Rural Sussex Quote](#)

13. Consultation on the draft Chichester Infrastructure Business Plan (IBP)

[Email from CDC](#)

[IBP](#)

[Appendix E](#)

14. Business Continuity

15. Neighbourhood Plan – Update

16. Recreation Ground and Pavilion upkeep – Update

(a) Update on Surveys to be undertaken

(b) Dog Waste

17. Great Common Pavilion - Update

18. Village Hall Refurbishment – Update

19. Coronation

20. CAGNE - Update

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:

16 January (Chapel)
20 February
20 March
17 April
15 May
19 June
17 July
18 September
16 October
20 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.

PUBLIC AND PRESS WELCOME TO ATTEND
Please email 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	202,256.68	196,020.82	229,299.11	363,188.57					
Business Reserve	32,009.58	32,012.39	32,015.02	32,017.56	32,020.45	32,026.24	32,036.68					
Less os cheques	-	-	-	-	-	-	-	-	-	-	-	-
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
Available Bank balances	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	395,225.25	-	-	-	-	-
Cashbook Control												
Balance b/wd	177,462.21	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	395,225.25	-	-	-	-
Receipts	99,675.23	2,529.16	272.63	2.54	2.89	37,177.79	138,926.45					
Payments	6,408.49	24,683.82	6,030.16	8,545.06	6,235.86	3,893.71	5,026.55					
Cfwd	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	395,225.25	-	-	-	-	-
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	-	-	-	-	-
Dated	10.06.22	13.07.22	21.09.22	21.09.22	21.09.23	12.10.22	05.11.22					
Authorised By	Cllr A. Gillett	Cllr A Gillett	Cllr A Gillett	Cllr A Gillett	Cllr A Gillett	Cllr A Gillett	Cllr A Gillett					
Signature												
Council Minute Ref	70	95										

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	5,000.00	561.86	4,438.14	89%
Prof' Fees	7,000.00	2,055.50	4,944.50	71%
Staff Costs	29,000.00	12,603.16	16,396.84	57%
Maintenance	11,000.00	9,223.01	1,776.99	16%
Office All	4,645.00	3,117.54	1,527.46	33%
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 -	7,549.11	N/A	N/A
Total	74,345.00	25,780.49	41,015.40	55%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	35,000.00		35,000.00	100%
Village Hall Restoration	15,000.00	1,325.00	13,675.00	91%
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	217.00	783.00	78%
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%
Total	171,500.00	19,549.63	151,950.37	89%

Summary

Total Precept	41,015.40
Total Allocated funds	171,500.00
Unallocated	47,140.25
Total Funds	259,655.65
Total Expenditure	45,330.12
Remaining	214,325.53

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
05.10.22	DC	RBLI	Poppy Wreath	-	25
05.10.22	DC	Amazon	Condolence book	-	25.99
12.10.22	DC	EE	Phone top up	-	10
20.10.22	ONB	Mulberry & Co	Payroll Services	21	126
20.10.22	ONB	Troy Hayes	Counsel advice	120.75	724.5
20.10.22	ONB	JWS Landscapes	Grass Cutting	-	429.5
20.10.22	ONB	JNR Computer Services	Office 365 & Domain name	265.00	1590
20.10.22	DD	NEST	Clerk pension	-	95.55
25.10.22	ONB	L Brooks	Salary Mth7	-	1552.1
25.10.22	ONB	HMRC	PAYE	-	447.91
				406.75	5026.55
Date	Transaction Type	Payee	Supply		
31.10.22		NatWest	Interest		10.44
31.10.22		HMRC	VAT Return		5,022.76
01.11.22		CDC	CIL		133,893.25
TOTAL					138926.45