



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20th March 2023 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 [20th February 2023](#) and the EGM held on [8th March 2023](#) 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 Asset Register

9. Planning

Local Plan Update

21/00466/OUT | Outline application (with all matter reserved except Access) for the development of up to 70 new homes, of which 30% would be affordable, new community sporting facility, new vehicular access and associated parking and landscaping. | Land West Of Cornwood Townfield Kirdford West Sussex

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QOMPYKERM5S00>

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=RI7F47ERLCT00>

22/02154/FUL | Rear extension with associated internal reconfiguration and works to external front and rear trade areas including new fence and double gate. | Foresters Arms Village Road Kirdford West Sussex RH14 0ND

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RGV2RCERKAW00>

KD/23/00297/ELD - Other Dev - Certs of Lawful Development

Map Ref: (E) 499916 / (N) 128046

Existing Lawful Development for the use of land and building for light industrial purposes (B1 c) and associated parking of vehicles and equipment

Slifehurst Wood Farm , Scratching Lane, Kirdford, West Sussex, RH14 0JN

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RPNFLTERIWG00>

SDNP/23/00143/FUL The Old Coach House Hawkhurst Court Kirdford West Sussex RH14 0HS
Proposal: Addition of lean to storage unit at rear of existing stable block, installation of new rainwater harvesting system, replacement of existing 5 bar gate with new solid gates and making good hard surfacing in and around the stable yard.

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

SDNP/23/00769/LDE | Existing lawful development certificate seeking to establish that Standgates Bungalow has been occupied by a person/s not employed in agriculture, in breach of Condition 1 imposed on permission KD/1/61, for a period well in excess of 10 years and is therefore immune from enforcement action and comprises an unrestricted dwelling in the countryside. | Standgates Bungalow Linfold Road Strood Green Kirdford West Sussex RH14 0LH

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RQFKSDTUKFU00>

DECISIONS

KD/19/03111/FUL - Minor Dev - Dwellings

Demolition of five garage/storage buildings and erection of 4 no. dwellings and 1 no. commercial unit with associated parking.

Eldridge's Yard, The Old Creamery, Glasshouse Lane, Kirdford, Billingshurst, West Sussex, RH14 0LT

REFUSE

KD/19/03111/FUL Mr R Nicholls, Eldridge's Yard The Old Creamery, Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LT

Demolition of five garage/storage buildings and erection of 4 no. dwellings and 1 no. commercial unit with associated parking.

REFUSE

KD/22/03184/DOM Mrs V Barker Herons Farm Cottage Herons Farm Lane Kirdford Billingshurst West Sussex RH14 0PR

New garage and car port with workshop/study over and associated works (crossover and

driveway).

PERMIT

KD/23/00229/TCA Mr Paul Eaton, Bridgefoot Cottage Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LP

Notification of intention to crown reduce by 1.5m and crown thin by 10% on 1 no. Bramley Apple tree (T1), reduce height by up to 1m on 1 no. Greengage tree (T2) and reduce height by approx. 7m and reduce widths by 3m on 1 no. Willow tree (T3).

NOT TO PREPARE A TREE PRESERVATION ORDER

ENFORCEMENT NOTICES - None received.

10. Planning Enforcement / TPOs

11. Neighbourhood Plan – Update

12. Recreation Ground and Pavilion upkeep – Update

(a) Dog Waste

13. Great Common Pavilion – Update

14. Village Hall Refurbishment – Update - [Phased Plan](#)

15. Drains, Grips, Ditches & Gullies

16. Coronation

17. CAGNE - Update

18. Allotments

19. Councillors to report any possible Health and Safety Problems

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

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

17 April
15 May
19 June
17 July
18 September
16 October
20 November

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

23. 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	358,296.96	303,357.96	294,023.19	289,425.37	
Business Reserve	32,009.58	32,012.39	32,015.02	32,017.56	32,020.45	32,026.24	32,036.68	32,055.11	82,100.30	82,157.88	82,214.60	
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	390,352.07	385,458.26	376,181.07	371,639.97	-
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	390,352.07	385,458.26	376,181.07	371,639.97
Receipts	99,675.23	2,529.16	272.63	2.54	2.89	37,177.79	138,926.45	18.43	45.19	57.58	56.72	
Payments	6,408.49	24,683.82	6,030.16	8,545.06	6,235.86	3,893.71	5,026.55	4,891.61	4,939.00	9,334.77	4,597.82	
Cfwd	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	395,225.25	390,352.07	385,458.26	376,181.07	371,639.97	371,639.97
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	09.05.22	10.06.22	13.07.22	21.09.22	21.09.23	12.10.22	05.11.22	08.12.22	05.01.23	10.02.23	15.03.23	
Authorised By	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	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	117	135	153	174	195	8				

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	568.51	4,431.49	89%
Prof' Fees	7,000.00	5,987.26	1,012.74	14%
Staff Costs	29,000.00	22,883.23	6,116.77	21%
Maintenance	11,000.00	11,706.32	(706.32)	-6%
Office All	4,645.00	3,157.54	1,487.46	32%
Subs	600.00	72.50	527.50	88%
Audit	1,500.00	355.00	1,145.00	76%
Training	1,000.00	49.20	950.80	95%
Grants	10,900.00	4,250.00	6,650.00	61%
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	45,751.48	21,044.41	28%

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	1,512.00	48,488.00	97%
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	2,252.00	(1,252.00)	-125%
Election	-	-	-	#DIV/0!
NEW - Townfield Meadows action	25,000.00	-	25,000.00	100%
NEW - Coronation	-	327.00	(327.00)	#DIV/0!
NEW - Jubilee	5,000.00	3,922.72	1,077.28	22%
Total	171,500.00	23,423.63	148,076.37	86%

Summary

Total Precept	21,044.41
Total Allocated funds	148,076.37
Unallocated	287,106.04
Total Funds	456,226.82
Total Expenditure	69,175.11
Remaining	387,051.71

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
10.02.23	DC	EE	Phone top up	-	10.00
20.2.23	DD	NEST	Clerk pension	-	106.20
28.02.23	DD	NatWest	Bank Charges Feb	-	3.50
27.02.23	ONB	HMRC	PAYE Mth 10 underpayment	-	295.20
27.02.23	ONB	HMRC	PAYE Mth 11	-	493.00
27.02.23	ONB	L Brooks	Salary Mth 11		1659.92
27.02.23	ONB	DMA Building Design	Great Common Pav Plans	240.00	1440.00
27.02.23	ONB	R Sheppard	Hedge clearance Rec Ground	-	200.00
27.02.23	DC	Chichester District Council	Planning Fee (to be refunded)	78.00	390.00
09.03.23	ONB	RJ Playground Services	Playground Repairs	285.00	1710.00
				-	1659.92
				603.00	7,967.74
Date	Transaction Type	Payee	Supply		
28.02.23		NatWest	Interest		56.72
TOTAL					56.72

Appendix D

Asset Details				Location Details				Usage Details				
Reference	Description	Date Acquired	Supplier	Original cost/value	Useful Life Estimate	Location	Present use or capacity	Clubodian	Usage/	Current value	Current charge for use	Insurance value
RG001	Recreation Ground (2.7 acres)	25.01.1945	Peter Wursell	£ 1.00	-	Kirford Rec Ground	Field and tennis c	KRGC	Weekly use	Excellent	n/a	£ 200,000.00
RG002	Recreation Ground Pavilion	2000		£ 1.00	-	Kirford Rec Ground	Used by Kirford	KRGC	Weekly	Poor	n/a	
GC001	Great Common (4.5 acres)	1931		£ 1.00	Indefinite	Kirford Rec Ground	Football pitches	KRGC	Weekly	Excellent		
SC001	Climbing Frame & jumps	2000		£ 35,645.36	-	Great Common, Plaistow Road	Public use	KPC	Daily use	Fair	N/A	£ 45,000.00
SC002	Timber 2 bay Team Swing	27.05.16	Playdale	£ 3,182.00	-	School Court	Public use	KPC	Daily use	Good	N/A	£ 10,000.00
SC003	Timber net bridge	27.05.16	Playdale	£ 1,232.00	-	School Court	Public use	KPC	Daily use	Good	N/A	£ 1,232.00
SC004	Timber Zig Zag stepper	27.05.16	Playdale	£ 522.00	-	School Court	Public use	KPC	Daily use	Good	N/A	£ 522.00
SC005	Timber wobble board	27.05.16	Playdale	£ 572.00	-	School Court	Public use	KPC	Daily use	Good	N/A	£ 572.00
SC006	Timber mini suspension bridge	27.05.16	Playdale	£ 971.00	-	School Court	Public use	KPC	Daily use	Good	N/A	£ 971.00
SC007	Timber log walk	27.05.16	Playdale	£ 806.00	-	School Court	Public use	KPC	Daily use	Good	N/A	£ 806.00
SC009	Safety Surface School Court	27.05.16	Playdale	£ 2,683.85	-	School Court	Public use	KPC	Daily use	Good	n/a	£ 2,683.85
VH001	Village Hall (717m ²)	1950's		£ 1.00	Indefinite	Village Road	Public use	KVHC	Daily use	Good	8.00hr	£ 500,000.00
VH004	Ancient Village Map	2000		£ 893.35	-	Village Hall	n/a	KPC		Good	n/a	£ 900.00
VH005	Flagpole KVH	2000		£ 1,412.97	-	Village Hall	Flag flying	KPC		Excellent	n/a	£ 1,500.00
SF001	Village Sign	2000		£ 4,449.86	-	Petworth Road	n/a	KPC		n/a	n/a	£ 8,560.00
SF002	Noticeboards	2000		£ 823.29	-	Village Hall	Constant use by	KPC	Weekly	Fair	n/a	£ 1,000.00
SF003	Noticeboards	2000		£ 823.29	-	Growers Green						£ 1,000.00
SF004	Bus Shelters x 2	2000		£ 8,560.00	-	Plaistow Road						£ 10,000.00
SF005	Salt bins x 4	2000		£ 612.00	-	Village Road	Public use	KPC	Daily	Excellent	n/a	£ 10,000.00
SF006	Teak Benches various x 2	2000		£ 2,000.00	-	Russet Place, Scatchings Lane, Village Road Staples Hill	Local residents	KPC	Occasionally	Poor	n/a	£ 1,200.00
P0002	15 th Century Parish Chest	2012		£ 893.35	Indefinite	Butts Common	Public use	KPC	Daily use	Fair	n/a	£ 3,000.00
SF006	Fire Resistant Box	2012		£ 100.00	Indefinite	Church	Safe keeping of documents			Used	n/a	£ 895.00
SF007	Silent Soldier	06.08.18	Remembered T	£ 646.92	10 yrs	Clerks home	Safe keeping of documents			Excellent	n/a	£ 100.00
BC001	Chairs and posts	15.10.18	Woodland Cen	£ 3,237.50	5 yrs	Butts Common						£ 700.00
SF009	Salt Bin	15.10.18	Glasdon Uk Ltd	£ 99.45	10 yrs	Butts Common						£ 3,500.00
SF007	Replacement Bench	18.03.19	Glasdon Uk	£ 900.90	10 yrs	Butts Common						£ 400.00
BC002	Swing set - 2 toddler seats, 2 flat seat	02/09/2019	Elbe Play Ltd	£ 11,044.81	5 yrs	Butts Common	Public use		Daily Use	New		£ 1,000.00
BC003	Fursty Ferret	03/09/2019	Woodland Cen	£ 480	5 yrs	Butts Common	Public use		Daily Use	New		£ 5,000.00
BC004	Badger set	04/09/2019	Woodland Cen	£ 300	5 yrs	Butts Common	Public use		Daily Use	New		£ 3,000.00
BC005	Hare	05/09/2019	Woodland Cen	£ 900	5 yrs	Butts Common	Public use		Daily Use	New		£ 1,000.00
GC001	Apple and apple core	06/09/2019	Woodland Cen	£ 1920	5 yrs	Growers Green	Public use		Daily Use	New		£ 2,000.00
SC010	Double Cable way / zip wire	07/09/2019	Elbe Play Ltd	£ 15,627.25	10yrs	School Court	Public use		Daily Use	New		£ 16,000.00
SF010	Defibrillator x 2				5 yrs	Village Hall, Rec Pavilion						£ 3,000.00
SF011	Village Road/Speed signs	01/09/2021		£ 8,665.00	10yrs	Each road entrance to the village	Public use		Daily use	New		£ 9,000.00
P0007	Printer	18/05/22		£ 304.99	4yrs	Clerks home	Clerks use	Clerk	Daily use	New		£ 304.99
P0008	Dell laptop	23/05/22		£ 982.80	4yrs	Clerks home	Clerks use	Clerk	Daily use	New		£ 982.80
Disposed of assets												
RG003	Recreation Ground Store	2000			20yrs	Kirford Rec Ground	Used for storage	KRGC	Weekly	Poor	n/a	
RG004	Machinery & contents	2000			20yrs	Kirford Rec Ground	Storage of extra t	KVHC	Weekly	Fairly good	n/a	
VH002	Village Hall Garage	1970's			20yrs	Village Road	Use of VH users	KVHC	Daily use	n/a		
VH003	Village Hall Contents				20yrs	Village Road	Public use	KPC	Daily use	Fair	n/a	
SF005	Teak Benches various	2000			20yrs	Butts Common	n/a		Daily use	Disposed	n/a	£ -
P0001	Acer Laptop	2012		£ 300.00	-	Clerks home						
P0003	HPOfficejet Pro 860 4-in-1 Printer	2012		£ 139.00	-	Clerks home	Printing	KPC		Well used	n/a	£ 139.00
P0004	Optoma S300 3D Ready DLP Projector	2012		£ 255.00	-	Clerks home	Deputy Clerks use	KPC		Fair	n/a	£ 255.00
P0006	1TB Portable Hard Drive	27.03.18	ne Stop Comput	£ 100.00	-	Clerks home	Clerks use	KPC	Used every	New	n/a	£ 100.00
SC008	Picnic tables x 2	2000	Playdale	£ 810.00	-	School Court	Public use	KPC	Daily use	Good		
P0005	Laptop Dell Vostro 3568	27.03.18	ne Stop Comput	£ 389.99	-	Clerks home	Clerks use	Clerk	Used every	New	n/a	£ 699.00
GC002	Great Common Pavilion	1931		£ 1.00	0 yrs	Great Common	No longer used	KPC	None	Very poor	n/a	

£ 850,022.64

£ 121,134.21