



You are hereby summoned to attend the Annual Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20<sup>th</sup> May 2024 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. **Election of Chair and Vice Chair**
2. **Apologies for Absence:** To receive both apologies and reason for absence.
3. **Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
4. **Public Participation:** To receive and note questions, comments or representations made by members of the public.
5. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [15<sup>th</sup> April 2024](#) be signed as a correct record.
6. **Reports from District and County Councillors:**  
Janet Duncton  
[Gareth Evans/Charles Todhunter](#)
7. **Correspondence:** To consider recent correspondence received.
8. **Chairperson's announcements:** The Chairperson to make announcements.
9. **Finance:**
  - a) Bank Reconciliation – (Appendix A)
  - b) Summary of Receipts and Payments - (Appendix B)
  - c) Payments for approval – (Appendix C)
  - d) [Infrastructure Business Plan](#) Review
10. **Insurance Renewal**  
[Renewal Invitation](#)  
[Invoice](#)  
[Schedule](#)
11. **Appointment of Committees and Working Groups**

Finance Committee:	Cllr T Brooks (Chair) Cllr A Gillett, Cllr T Piedade, Cllr A Persson
Planning Committee:	All Councillors
Human Resources:	Cllr A Gillett (Chair), Cllr T Piedade, Cllr N Goddard, Cllr A Persson
Emergency Plan WG	Cllr A Gillett (Chair), Cllr T Brooks, Cllr M Osborne, Cllr A Persson,

	Cllr A Vernon, Cllr T Piedade
Health & Safety WG:	All Councillors
Football Pavilion WG	Cllr A Gillett, Cllr T Brooks, Cllr N Goddard
Village Hall Representative:	Cllr N Goddard
Recreation Ground Rep:	Cllr N Goddard, Cllr M Osborne
Gatwick Rep:	Cllr A Persson
Police Liaison Rep:	Cllr N Goddard
Local Parishes North Rep:	Cllr T Piedade
Environment Rep:	Cllr J Nicholls
Footpaths Rep:	Cllr A Vernon
Drains, Gullies & Grips Rep:	Cllr A Persson
PCC/Church Liaison Rep:	Cllr T Brooks

## 12. 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>

**KD/24/00897/TCA** - Case Officer: Henry Whitby

Bridgefoot Cottage Glasshouse Lane Kirdford Billingshurst

Notification of intention to crown reduce by up to 2m on 1 no. Liriodendron tree (quoted as T1). Pollard down to 5m (above ground level) to last pruning points on 2 no. Weeping Willow trees (quoted as T2 & T3). Remove lowest branch on west sector (over driveway) on 1 no. Cedar tree (quoted as T4).

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SC1OSAERIAG00>

**23/02425/FUL 2** The Workshop, Village Road, Kirdford, Billingshurst West Sussex RH14 ONW  
Proposed Development: Erection of 1 no. timber workshop building on existing light industrial /commercial land - Removal of Condition 6 (water neutrality) and Variation of Condition 2 of Planning Permission KD/21/00427/FUL for revision to site plan omitting reference to the storage tank. **Application No: 23/02425/FUL DCLG Ref No: APP/L3815/W/24/3339109**

### DECISIONS –

**KD/24/00356/DOM** Yew Tree Cottage Glasshouse Lane Kirdford Billingshurst West Sussex RH14 OLT Replace existing conservatory glass roof with slate roof. **PERMIT**

**KD/24/00559/PA14J** Chair Village Hall Management Com. E Phipps Kirdford Village Hall Village Road Kirdford Billingshurst West Sussex RH14 OND Installation of an array of 30 solar photovoltaic panels (1m set back from roof edge and not more than 200mm above the plane of the roof) on the south facing roof slope. **PRIOR APPROVAL REQUIRED HEREBY PERMITTED**

**KD/24/00575/FUL** Kirdford Village Hall Village Road Kirdford Billingshurst West Sussex RH14 OND

Single storey side extension to provide improved toilet facilities and accessible facilities for disabled people.

**PERMIT**

**KD/24/00549/ELD** High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS  
Existing lawful development certificate for the continued use of parcel of land/garden at High  
Barn Farm as residential curtilage.

**PERMIT**

**ENFORCEMENT NOTICES** - None received.

- 13. Planning Enforcement / TPOs**
- 14. Neighbourhood Plan – Update**
- 15. Recreation Ground and Pavilion upkeep – Update**
- 16. Great Common Pavilion – Update**
- 17. Village Hall Refurbishment – Update**
- 18. Drains, Grips, Ditches & Gullies**
- 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 June
  - 15 July
  - 16 September
  - 21 October
  - 18 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](mailto:clerk@kirdford-pc.gov.uk) for an invite

# Appendix A

14 May 2024 (2024-2025)

## Kirdford Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 01/05/2024</b>			
	Cash in Hand 01/04/2024			411,977.52
	<b>ADD</b>			
	Receipts 01/04/2024 - 01/05/2024			45,467.94
				457,445.46
	<b>SUBTRACT</b>			
	Payments 01/04/2024 - 01/05/2024			29,125.14
<b>A</b>	<b>Cash in Hand 01/05/2024</b> (per Cash Book)			<b>428,320.32</b>
	Cash in hand per Bank Statements			
	Petty Cash	01/05/2024	0.00	
	Natwest Current Account	01/05/2024	169,319.39	
	Natwest Business Reserve	01/05/2024	173,835.13	
	Lloyds Treasury	01/05/2024	35,000.00	
	Lloyds Instant Access Savings	01/05/2024	50,165.80	
				<b>428,320.32</b>
	Less unrepresented payments			
				428,320.32
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>428,320.32</b>
	<b>A = B Checks out OK</b>			

# Appendix B

## Kirdford Parish Council Summary of Receipts and Payments All Cost Centres and Codes

14 May 2024 (2024-2025)

### Allocated Funds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19 Planning Support Services				28,988.67		28,988.67	28,988.67 (100%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental				12,000.00		12,000.00	12,000.00 (100%)
22 Village Improvement Fund				5,000.00	200.00	4,800.00	4,800.00 (96%)
23 Great Common Pavilion				149,255.00		149,255.00	(100%)
25 Recreation Ground Pavilion				61,000.00	22,000.00	39,000.00	39,000.00 (63%)
26 Village Hall Extension				32,652.12		32,652.12	32,652.12 (100%)
29 Village Hall roof replacement				65,000.00		65,000.00	65,000.00 (100%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>				<b>398,395.79</b>	<b>22,200.00</b>	<b>376,195.79</b>	<b>(94%)</b>

### Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,600.00	2,071.04	15,528.96	15,528.96 (88%)
13 Auditor fees				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>				<b>19,100.00</b>	<b>2,071.04</b>	<b>17,028.96</b>	<b>17,028.96 (89%)</b>

### Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00	1,820.00	6,580.00	6,580.00 (78%)
<b>SUB TOTAL</b>				<b>8,400.00</b>	<b>1,820.00</b>	<b>6,580.00</b>	<b>6,580.00 (78%)</b>

### Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	80,000.00	42,000.00	-38,000.00				-38,000.00 (-47%)
5 Grant income							(N/A)
6 Bank interest payment		332.95	332.95				332.95 (N/A)
7 VAT Refunds		3,188.59	3,188.59				3,188.59 (N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
<b>SUB TOTAL</b>	<b>80,000.00</b>	<b>45,521.54</b>	<b>-34,478.46</b>				<b>-34,478.46 (-43%)</b>

**Kirdford Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

14 May 2024 (2024-2025)

**Insurance**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				4,000.00		4,000.00	4,000.00 (100%)
<b>SUB TOTAL</b>				<b>4,000.00</b>		<b>4,000.00</b>	<b>4,000.00 (100%)</b>

**Maintenance**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	50.57	10,949.43	10,949.43 (99%)
<b>SUB TOTAL</b>				<b>11,000.00</b>	<b>50.57</b>	<b>10,949.43</b>	<b>10,949.43 (99%)</b>

**Office Costs**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	3.85	4,996.15	4,996.15 (99%)
15 Office Supplies				4,500.00	69.99	4,430.01	4,430.01 (98%)
32 Subscriptions				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>				<b>10,500.00</b>	<b>73.84</b>	<b>10,426.16</b>	<b>10,426.16 (99%)</b>

**Staff Costs**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	1,831.35	18,273.65	18,273.65 (90%)
2 PAYE				5,971.00	534.27	5,436.73	5,436.73 (91%)
3 Pension				1,286.00	119.75	1,166.25	1,166.25 (90%)
<b>SUB TOTAL</b>				<b>27,362.00</b>	<b>2,485.37</b>	<b>24,876.63</b>	<b>24,876.63 (90%)</b>

**Training and subscriptions**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,000.00		1,000.00	1,000.00 (100%)
11 Subscriptions				600.00		600.00	600.00 (100%)
<b>SUB TOTAL</b>				<b>1,600.00</b>		<b>1,600.00</b>	<b>1,600.00 (100%)</b>

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**Summary**

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NET TOTAL	80,000.00	45,521.54	-34,478.46	480,357.79	28,700.82	451,656.97	417,178.51 (74%)
V.A.T.					424.32		
GROSS TOTAL		45,521.54			29,125.14		

# Appendix C

14 May 2024 (2024-2025)

## Kirdford Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3 Grants	16/04/2024	24.04.15 8(f)	Natwest Current		Kirdford PCC Grant (St	Kirdford PCC	Z	1,250.00		1,250.00
4 Grants	16/04/2024		Natwest Current		4Sight Vision Support	4Sight Vision Support	Z	220.00		220.00
6 Professional Fees	16/04/2024		Natwest Current		Ecology Advice	Terraforma Landscape	S	2,071.04	414.21	2,485.25
7 Village Improvement Fund	16/04/2024		Natwest Current		Refreshments Kirdford	Kirdford Players	Z	200.00		200.00
5 Recreation Ground Pavilion	16/04/2024		Natwest Current		Kirdford Recreation	Kirdford Recreation	Z	10,000.00		10,000.00
8 Grants	16/04/2024		Natwest Current		Air Ambulance Grant	Air Ambulance	Z	350.00		350.00
9 Recreation Ground Pavilion	16/04/2024		Natwest Current		Kirdford Recreation	Kirdford Recreation	Z	2,000.00		2,000.00
14 Pension	18/04/2024		Natwest Current		Clerk Pension	NEST	Z	119.75		119.75
15 Office Supplies	23/04/2024		Natwest Current		Clerk phone top up	EE	Z	10.00		10.00
10 Grants	24/04/2024		Natwest Current		Kirdford Recreation	Kirdford Recreation	Z	59.99		59.99
17 Office Supplies	25/04/2024		Natwest Current		McAfee virus protection	McAfee	Z	50.57	10.11	60.68
13 Maintenance	26/04/2024		Natwest Current		Planter	Mole Country Stores	S	1,831.35		1,831.35
11 Salary	30/04/2024		Natwest Current		Clerk Salary	L Brooks	Z	534.27		534.27
12 PAYE	30/04/2024		Natwest Current		Clerk PAYE	HMRC	Z	3.85		3.85
16 General Administration	30/04/2024		Natwest Current		Bank charges	Natwest	Z			
<b>Total</b>								<b>18,700.82</b>	<b>424.32</b>	<b>19,125.14</b>