



Mrs Sarah Linfield BSc (Hons), CiLCA clerk@kirdford-pc.gov.uk

You are hereby summoned to attend the Parish Council Meeting which will be held in Kirdford Village Hall on Monday 16th March 2020 commencing at 7.30 p.m. when the following business will be considered and transacted.

AGENDA

- 1. Apologies for Absence:** To receive and consider apologies for absence.
- 2. Public Participation:** An opportunity for members of the public to speak - ask questions, comment on matters, make presentations or representations.
- 3. Disclosures of Interest:** To receive disclosures of interest from Councillors on matters considered at the meeting.
- 4. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (17.02.2020) and Planning Meeting (04.03.20) be signed as a true record of the decisions of those meetings.
- 5. Reports from District and County Councillors:** To receive and note reports.
- 6. Correspondence:** To receive and consider any correspondence received.
- 7. Chairperson's announcements:** To receive and note.
- 8. Planning:** To receive and comment as required, including any further applications validated prior to meeting

SDNP

Advice Provided

SDNP/19/05027/PRE - Case Officer: Calum Thomas

Ms Nicky Shunter, Land East of Bulchins Copse A272 Croucham Lane to Linfold Road Strood Green Kirdford West Sussex

Change of use of land to commercial and creation of a new access.

To view the application use the following link; <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZF7DETU0LJ00>

Chichester District Council

Building Control (Initial Notice Accepted)

20/00111/INAI

London Building Control Ltd, The Workshop Village Road Kirdford Billingshurst West Sussex RH14 0NW

To erect a traditionally constructed workshop barn style building.

Application under 20/00457/COU (details to follow, not yet on planning portal)

Consultee Comment (pending decisions)

- 19/03111/FUL | Demolition of 5 no. garage/storage buildings. Erection of 1 no. replacement garage/store building and erection of 2 no. dwellings with associated parking. | Eldridge's Yard The Old Creamery Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LT
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=Q2M4RBERLAO00>
- 20/00413/TCA | Notification of intention to reduce crown by 3 metres and reduce 3 no. lower branches on the northern sector overhanging the playing field by 3m on 1 no. Oak tree. Crown reduce by 1m on 2 no. Yew trees and 1 no. Cherry tree. | Cobblers Village Road Kirdford RH14 0LX
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=Q5MRVOERFRW00>

- 9. Neighbourhood Plan Review:** To receive an update (Councillor Gerrard)
- 10. Gatwick:** To receive any update (Councillor Piedade).
- 11. General Power of Competence:** To resolve to adopt

12. Bank Account

- i. **Mandate** – To review and resolve to update the existing signatories to the accounts –
 - identify and add new signatories
 - identify and remove previous councillors
 - provide a copy of signatures for proposed and existing signatories (to be scanned in for online submission)
 - minute to evidence meeting resolution
 - authorise online submission by the clerk/RFO.
- ii. **Financial Services Compensation Scheme** – To note the level of the bank account balances relative to the FSCS Limit and consider any changes required to existing banking arrangements
- iii. **Credit Interest** – To review the level of balances on the respective interest and non-interest-bearing accounts and to consider/approve a transfer between the two accounts.
- iv. **Online Banking** – To authorise the clerk to research options with existing and potential bankers

13. IT & Website

- i. Office 365 – To retrospectively approve the purchase of software authorised by the Clerk to maintain council services
- ii. Domain Name Administration - To retrospectively appoint a domain name administrator to replace the gsi-family domain (kirdfordpc@gmail.com) with the gov.uk email address (mandatory requirement)
- iii. Share-point Access – To receive details and consider/approve its implementation and use
- iv. Cloud storage – To receive a quote and consider/approve (Internal Auditor's Interim Audit report dated 24/10/19, urgent recommendation)
- v. GDPR - Appointment of a DPO – To consider the benefits versus cost, decide whether to appoint one
- vi. ICO Data Protection Register – To authorise the clerk to notify the current address to the ICO
- vii. Accessibility Statement – To receive details of The Public Sector Bodies (Websites and Mobile Applications No. 2) Accessibility Regulations, its implications for the parish council's website and approve steps to ensure compliance.

14. Clerk's Updates

- i. Vehicle Activated Sign – To make a decision on purchase and location
- ii. Playgrounds – To receive an update in installation from 'eibe' at Butts Common and School Court
- iii. Assets of Community Value – To consider options (listings expired May 2019)
- iv. Risk Assessment – To provide an update on the requirement to complete and review in a full council meeting before 31/3/2020 (Internal Auditor's Interim Audit report dated 24/10/19).

15. Finance – Reports to follow (statement awaited)

- i. Bank Reconciliation: 1 April 2019 – 29 February 2020 – To review reconciliations and resolve on authorisation and sign off.
- ii. Monthly financial report to be presented.
- iii. Cheques to be presented for approval

16. Councillors to report any possible Health and Safety Problems: (All)

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

18. **Date of next meeting:** The date of the next ordinary meeting is 20th April at 8 p.m. preceded by the Annual Meeting of the Parish at 7.30 p.m.

19. **Confidential Matters:** The council may resolve to exclude the public and press at this point.

Sarah Linfield

Sarah Linfield, BSc (Hons), CiLCA. Clerk/RFO

Dated 10th March 2020

PUBLIC AND PRESS WELCOME TO ATTEND