



You are hereby summoned to attend the Parish Council Meeting which will be held via Microsoft Teams video conference on Monday, 19<sup>th</sup> October 2020 commencing at 7.30 p.m., 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. Public Participation:** To receive and note questions, comments or representations made by members of the public.
- 3. Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
- 4. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on 21<sup>st</sup> September 2020 and the Finance Committee Meeting held on 12<sup>th</sup> October 2020 be signed as a correct record.
- 5. Reports from District and County Councillors:** To receive reports.
- 6. Correspondence:** To consider recent correspondence received.
- 7. Chairperson's announcements:** The Chairperson to make announcements.

#### **Bonfire Night**

- 8. Covid19:** To receive an update.
- 9. Finance:**
  - a) Bank reconciliation – (Appendix A)
  - b) Monthly financial report - (Appendix B)
  - c) Cheques for approval – (Appendix C)
- 10. Five Year Plan**
- 11. Planning: HELLA Report**

<https://www.chichester.gov.uk/article/29759/Housing-and-Economic-Land-Availability-Assessment>

- 12. Chichester Infrastructure Business Plan**

[Infrastructure Proforma](#)

## Business Plan

### **13. Planning:**

#### **Decisions**

##### **Kirdford**

KD/20/02320/PNO

Mr A Smith

Land North Of Kirdford Road Kirdford Road Wisborough Green West Sussex

Prior Approval for the erection of an agricultural storage building for hay/haylage, tractor and equipment.

PRIOR APPROVAL NOT REQUIRED

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QGNE0NER10V00>

##### **Kirdford**

KD/20/01749/DOM

Tony Piedade

Redwings Herons Farm Lane Kirdford RH14 0PR

First floor extension over existing garage.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QD9GKSERLED00>

##### **Kirdford**

KD/20/01958/FUL

Mr J Alfrey

Ganders Gate Farm Glasshouse Lane Kirdford RH14 0LW

Change of use of part of stable barn to create 2 no. self-contained units to be used for holiday lets with associated parking (resubmission of application KD/20/00951/FUL)

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QEL1PNERMCH00>

#### **Enforcement Notices:**

None received.

### **14. Neighbourhood Plan Update**

### **15. NALC Website Compliance - Update**

#### Website Accessibility Requirements

### **16. Speeding Signs Update**

### **17. Butts Common Parking**

#### Quote from Alec Stoner

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

**Playgrounds and Pavilion**

**19. Junior Football**

**20. Great Common Pavilion**

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

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

16th November 2020  
21 December 2020  
18 January 2021  
15 February 2021  
15 March 2021  
19 April 2021  
17 May 2021  
21 June 2021  
19 July 2021  
20 September 2021  
18 October 2021  
15 November 2021

**23. Any Matters for Next Meeting:** For members to request additional items to be added to next agenda.

**24. Confidential Matters:** The Council may wish to exclude the public and press at this point.

**Clerk – 3 Month Review**

**Casual Vacancy:** Councillor Vacancy

**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 2019-2020

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	<u>117,346.70</u>	<u>110,430.84</u>	<u>96,426.96</u>	<u>95,382.40</u>	<u>85,447.50</u>	<u>161,439.35</u>	-	-	-	-	-	-
Business Reserve	<u>31,996.40</u>	<u>32,001.48</u>	<u>32,001.76</u>	<u>32,002.03</u>	<u>32,002.28</u>	<u>32,002.57</u>	-	-	-	-	-	-
Less os cheques	-985.39	-266.80	-966.58	-2,522.88	-197.28	-197.28	0.00	0.00	0.00	0.00	0.00	0.00
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
<b>Available Bank balances</b>	<b>148,357.71</b>	<b>142,165.52</b>	<b>127,462.14</b>	<b>124,861.55</b>	<b>117,252.50</b>	<b>193,244.64</b>	-	-	-	-	-	-
<b>Cashbook Control</b>												
115,299.46 Balance bfwd	115,459.46	148,357.71	142,165.52	127,462.14	124,861.55	117,252.50	193,244.64	-	-	-	-	-
Receipts	37,179.07	5.08	0.28	0.27	1.25	78,772.29	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Payments	-4,280.82	-6,197.27	-14,506.38	-2,600.86	-7,610.30	-2,780.15	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Cfwd</b>	<b>148,357.71</b>	<b>142,165.52</b>	<b>127,659.42</b>	<b>124,861.55</b>	<b>117,252.50</b>	<b>193,244.64</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>-</b>

# Appendix B

## Kirdford Parish Council Actual V Budget

Precept Budget	Actual 31-03-18	Actual 31-03-19	Actual 31-03-2020	Budget 2020-21	Projected YE April 2021	Remaining	
<b>Income</b>							
Precept	70,640.00	73,640.00	73,640.00	73,640.00	74,345.81		
VAT reclaimed	-	6,221.36	10,485.56	-	-		
Bank interest	8.00	37.74	118.60	-	11.16		
Grants	-	5,250.00	8,925.00	-	-		
Donations	-	-	4,878.00	-	-		
Other	-	2,164.00	1,481.95	-	41,601.00		
<b>Total</b>	<b>70,648.00</b>	<b>87,313.10</b>	<b>99,529.11</b>	<b>73,640.00</b>	<b>115,957.97</b>		
<b>Precept Categories</b>							
Gen.Admin			2,626.50	5,000.00	1,057.96	3,942.04	4000
Prof' Fees	5,000.00	2,958.70	1,297.05	7,000.00	1,621.25	5,378.75	7000
Staff Costs	19,912.94	19,627.21	25,293.49	28,000.00	9,804.08	18,195.92	29000
Maintenance	11,495.96	12,841.72	10,787.81	10,500.00	2,756.98	7,743.02	11000
Office All	4,232.90	2,888.55	968.96	6,000.00	2,011.29	3,988.71	4400
Subscriptions	482.46	559.60	352.91	600.00	318.60	281.40	600
Audit	739.60	974.56	639.60	1,000.00	588.00	412.00	1500
Training	248.00	300.00	574.00	1,500.00	180.00	1,320.00	1000
Grants	7,750.00	7,000.00	7,750.00	11,500.00	8,850.00	2,650.00	11500
Insurance	1,531.98	1,379.54	1,569.24	2,000.00	3,038.45	(1,038.45)	3100
<b>TOTAL</b>	<b>51,393.84</b>	<b>48,529.88</b>	<b>51,859.56</b>	<b>73,100.00</b>	<b>30,226.61</b>	<b>42,873.39</b>	<b>73,100.00</b>
				36,550.00			

<b>Carried over (£)</b>	<b>115,459.46</b>	31/03/2020
<b>Received</b>		
Precept	74,345.81	
VAT Refund	-	
Interest	11.16	
Other	41,601.00	
<b>Total Receipts</b>	<b>115,957.97</b>	
<b>TOTAL INCOME</b>	<b>231,417.43</b>	

Precept Figures 2021/2022			
		2020	2021
Heading	To include	Amount	Amount
General Admin	Stationary, phone, internet, Post, PO Box, Website, email	£5,000.00	£4,000.00
Professional Fees	Legal Fees, Accountant, Consultations, Planning, Safety Inspections	£7,000.00	£7,000.00
Staff Costs	Pay, Nat. Insurance, Pension	£28,000.00	£29,000.00
Maintenance	Grass cutting, hedging, ditches, silt clearances, repairs, Waste bin empties	£10,500.00	£11,000.00
Office	Travel, Chairperson's Allowance, Expenses	£6,000.00	£4,400.00
Subs	SSALC, SLCC, SALC, CAGNE, GACC, Action in Rural Sussex	£600.00	£600.00
Audit	Internal and External Audit	£1,000.00	£1,500.00
Training	Councillors, Clerk	£1,500.00	£1,000.00
Grants	KVH, KRG, WG public loo, Scouts, Pre School, Church, Air Ambulance etc.	£11,500.00	£11,500.00
Insurance	Public Liability, loss, events	£2,000.00	£3,100.00
<b>Total</b>		<b>£73,100.00</b>	<b>£73,100.00</b>
Allocated Funds (£)		2020	2021
General Reserves		£ 40,000.00	£ 40,000.00
NEW - VE Day		£ 1,250.00	£ -
Village Hall Restoration		£ 15,000.00	£ 15,000.00
NEW - Recreation Ground Pavilion		£ 14,397.01	£ 15,000.00
NEW - Recreation Ground Play Equipment		£ 10,000.00	£ 10,000.00
New - Great Common Pavillion Rebuild		£ 10,000.00	£ 50,000.00
Village Improvement Fund		£ 5,000.00	£ 5,000.00
Neighbourhood Plan Review		£ 3,600.17	£ -
Environmental Concerns/Equipment		£ 2,000.00	£ 2,000.00
Play Equipment Maintenance		£ 1,000.00	£ 3,000.00
Election		£ 1,500.00	£ 1,500.00
Traffic Calming measures			£ 5,000.00
Butts Common Swings		£ 750.00	£ -
<b>Total</b>		<b>£ 104,497.18</b>	<b>£ 146,500.00</b>

# Appendix C

Date	Cheque No./Transaction Type	Payee	Supply	Net	VAT	Gross
16.09.20	DD	<a href="#">NEST</a>	Clerk Pension	91.00	-	91.00
25.09.20	ONB14	<a href="#">SSALC</a>	Councillor Training	60.00	12.00	72.00
25.09.20	ONB15	<a href="#">SSALC</a>	Councillor Training	60.00	12.00	72.00
25.09.20	ONB16	<a href="#">Kevin Webber</a>	AED fitting to Pavillion	135.00	-	135.00
25.09.20	ONB17	<a href="#">HMRC</a>	PAYE	429.10	-	429.10
25.09.20	ONB18	<a href="#">L Brooks</a>	Salary	1489.04	-	1489.04
29.09.20	ONB19	<a href="#">SSALC</a>	Councillor Training	60.00	12.00	72.00
29.09.20	ONB20	<a href="#">A G Persson</a>	Materials for wooden play equip.	113.02	-	113.02
29.09.20	ONB21	<a href="#">JWS Landscapes</a>	Grass cutting	265.00	-	265.00
01.10.20	DD	InTouch (EAZT Collect)	Website	34.99	7.00	41.99
12.10.20	ONB22	<a href="#">EIBE Play Ltd</a>	Zipwire/Swing installation	400.00	80.00	480.00
12.10.20	ONB23	<a href="#">Mulberry &amp; Co</a>	Payroll Services	126.00	-	126.00
12.10.20	ONB24	<a href="#">Leconfield Estates</a>	Great Common Rent	57.82	-	57.82
TOTAL				3320.97	123.00	3443.97
Date	Transaction Type	Payee	Supply	Amount		
11.9.20	BACS	CDC	Precept	37172.00		
22.10.20	BACS	AXA Insurance	Insurance claim Gt Common	41600.00		
TOTAL				78772.00		