



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Chapel Monday 21st February 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 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.

[Report from PCSO Neil Billingham](#)

4. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [17th January 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. **Covid19**
9. **Finance:**
 - a) Bank reconciliation – (Appendix A)
 - b) Monthly financial report - (Appendix B)
 - c) Payments for approval – (Appendix C)
 - d) [Risk Assessment](#)

10. Planning

KD/22/00159/DOM - Case Officer: Sascha Haigh

Mr & Mrs Peter Flint

Pound House Pound Common Staples Hill To Plaistow Road Kirdford RH14 0NJ

Single storey rear extension.

O.S. Grid Ref. 501341/127152

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R681NVE>

DECISIONS

KD/22/00095/PNO

Mr J Hooper

Boxalland Farm Village Road Kirdford RH14 0NN

Proposed machinery storage barn.

PRIOR APPROVAL NOT REQUIRED

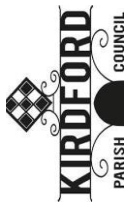
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R5RCGTERK5200>

ENFORCEMENT NOTICES - None received.

11. **Boundary Review** - [Email from Andrew Griffith MP](#)
12. **Townfield Meadows**
 - (a) **Update**
 - (b) **Parishes Working Group**
13. **Planning Enforcement / TPOs**
14. **Recreation Ground and Pavilion upkeep**
15. **Village Hall Refurbishment** – [email from KVH Cttee](#) – quote from [Goddard Partnership](#)
16. **Butts Common – Driveway**
17. **Jubilee Celebrations**
18. **Jubilee Grant scheme 2022** – [guidance notes](#)
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:
 - 21 March
 - 19 April (Tuesday after Easter Bank Holiday)
 - 16 May
 - 20 June
 - 18 July
 - 19 September
 - 17 October
 - 21 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 2020-21

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	178,359.90	158,921.80	155,846.96	151,558.16	139,383.57	173,795.71	169,032.18	165,199.76	165,805.99	162,553.67		
Business Reserve	32,004.42	32,004.67	32,004.96	32,005.22	32,005.50	32,005.76	32,006.01	32,006.29	32,006.56	32,006.83		
Less os cheques												
Add os receipts												
Available Bank balances	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	201,038.19	197,206.05	197,812.55	194,560.50		
Cashbook Control												
Balance b/wd	173,901.40	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	201,038.19	197,206.05	197,812.55	194,560.50	
Receipts	39,022.78	0.25	0.29	0.26	0.28	37,172.26	1,066.18	370.77	4,487.87	0.27		
Payments	-2,559.86	-19,438.10	-3,074.84	-4,288.80	-12,174.59	-2,759.86	-5,829.46	-4,202.91	-3,881.37	-3,252.32	#REF!	
Cfwd	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	201,038.19	197,206.05	197,812.55	194,560.50	#REF!	
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	
Dated	12.06.21	16.7.21	13.9.21	13.9.21	13.9.21	07.10.21	09.11.21	08.11.21	11.01.22	15.02.22		
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	
Signature												
Council Minute Ref												

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	4,000.00	485.00	3,515.00	88%
Prof' Fees	7,000.00	3,558.29	3,441.71	49%
Staff Costs	29,000.00	20,843.73	8,156.27	28%
Maintenance	11,000.00	4,583.14	6,416.86	58%
Office All	4,400.00	2,255.79	2,144.21	49%
Subs	600.00	-	600.00	100%
Audit	1,500.00	735.00	765.00	51%
Training	1,000.00	274.88	725.12	73%
Grants	11,500.00	1,000.00	10,500.00	91%
Insurance	3,100.00	3,641.49	(541.49)	-17%
VAT (Reclaimed)	N/A -	5,924.02	N/A	N/A
Total	73,100.00	31,453.30	35,722.68	49%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	35,000.00	-	35,000.00	100%
Village Hall Restoration	15,000.00	-	15,000.00	100%
Recreation Ground Pavilion	15,000.00	-	15,000.00	100%
Recreation Ground Play Equipment	10,000.00	-	10,000.00	100%
Great Common Pavillion Rebuild	50,000.00	-	50,000.00	100%
Village Improvement Fund	5,000.00	290.39	4,709.61	94%
Environmental Concerns/Equipment	2,000.00	-	2,000.00	100%
Play Equipment Maintenance	3,000.00	-	3,000.00	100%
Election	1,500.00	-	1,500.00	100%
NEW - Traffic Calming measures	8,000.00	8,054.28	(54.28)	-1%
NEW - Townfield Meadows action	25,000.00	10,839.05	14,160.95	57%
NEW - Jubilee	5,000.00	200.00	4,800.00	96%
Total	169,500.00	19,183.72	150,316.28	89%

Summary

Total Precept	74,346.00
Total Allocated funds	169,500.00
Unallocated	10,327.90
Total Funds	254,173.90
Total Expenditure	50,637.02
Remaining	203,536.88

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
03.11.21	DC	EE	Phone top Up	-	10.00
11.11.21	ONB94	WSALC	Parish Online subscription	10.00	60.00
11.11.21	ONB95	A Persson	Drain clearing	-	62.50
11.11.21	ONB96	Troy Hayes	Planning advice	53.50	321.00
11.11.21	ONB97	JWS Landscapes	Grass cutting		417.50
17.11.21	DC	Amazon	Grass seed	-	16.93
19.11.21	ONB98	Sam Rippin	School Court tree/hedge maint	-	540.00
19.11.21	ONB99	TEEC	Domain	24.00	144.00
22.11.21	DD	NEST	Clerk Pension	-	127.40
24.11.21	DC	Amazon	Folders etc.	-	12.32
24.11.21	DC	Amazon	Dividers	-	2.85
30.11.21	ONB100	L Brooks	Salary Month 8	-	1819.04
30.11.21	ONB101	HMRC	PAYE	-	669.37
07.12.21	ONB102	JWS Landscapes	Grass cutting	-	450.00
07.12.21	ONB103	Wannops LLP	Planning advice	21.76	108.80
07.12.21	ONB104	Farsight Consulting	Interim Audit	35.00	210.00
07.12.21	ONB105	Troy Hayes	Planning advice	81.40	488.40
07.12.21	ONB106	Tunnell Grab Services	Soil - repair Butts Common	20.00	120.00
07.12.21	DC	EE	Phone top up	-	10.00
13.12.21	DD	NEST	Clerk pension	-	95.55
22.12.21	ONB107	Surrey Skip Bags	Bonfire clearance	-	85.00
22.12.21	ONB108	R Sheppard	Green maintenance	-	296.00
22.12.21	ONB109	L Brooks	Salary Month 9	-	1527.84
22.12.21	ONB110	HMRC	PAYE	-	460.98
22.12.21	ONB111	TEEC	Planning tracker website	4.80	28.80
	ONB112	Mulberry & Co	Payroll Services	21.00	126.00
	ONB113	Wannops LLP	Planning advice	130.10	780.60
TOTAL				401.56	8990.88
Date	Transaction Type	Payee	Supply		
30.11.21		NatWest	Interest		0.28
17.11.21		HMRC	VAT Refund		370.49
31.12.21		Natwest	Interest		0.27
14.12.21		HMRC	VAT Refund		4,487.60
TOTAL					4858.64